

## OPERATIONS AND LOGISTICS MANAGER

### Professional Summary

Innovative, professional, highly societal Leader with a broad range of skills and experience. I am a creative and organized problem solver who can quickly adapt to various tasks. Proficient in driving revenue growth, conflict resolution, morale improvement and consistent goal surpassing while able to lead teams and build a consensus with key stakeholders.Â

### Education and Training

Bachelor of Arts : Communications , 1990 Temple University i¼ City , State , USA Communications

Time Management and Personal Leadership Alleeer Training

### Skill Highlights

- Personal and professional integrity
- Relationship and team building
- Operations management
- Exceptional people skillsÂ
- Budgeting and analytics
- Strong core competencies
- Vendor management
- Inventory control

### Professional Experience

#### Operations and Logistics Manager

March 2016 to Current Histowiz i¼ New York , NY

- Maintain the daily Supply Chain operations of the nation's oldest and top premier pediatric hospitals.
- Direct staff of seven to be the nexus for a cohesive operating department utilizingÂ numerous systems analytics/operations.Â
- Liaison with teams from clinical depts, administration and Supply Chain in various projects- recalls, value analysis, business reviews and continuous space efficiency
- Co-ordinate action plans with outsourced logistics vendor (Canon) to implement accuracy improvement and overall storeroom operation improvements. Â
- Review, modify and implement policy and procedure changes
- Perform quarterly business reviews to provide highest level of customer service to department managers and clinical supervisors.
- Provide direction and engage with project management of all new building construction involving department moves
- Supervise all mail distributions and mailroom operations.Â

#### Assistant Director of Materials Mgt

July 2014 to March 2016 Kratos Defense And Security i¼ Dahlgren , VA

- Managed all Distribution and Receiving activities at the Hospital of the University of Penn and The Perelman Center for Advanced Medicine.Â
- Oversaw three shifts for the PAR stocking of medical supplies, inventory management, equipment processing and receiving.Â Participated in Penn Medicine process improvement initiatives.
- Monitored usage and department expense reports to identify cost savings and clinical efficiencies.
- Tracked vendor and distributor performance and identify processes to decrease costs while maximizing staff labor for an efficient department.
- Maintained integrity of information system including inventory accuracy and valuation.

#### Contract Manager- Projects

June 2007 to July 2014 Main Line Health i¼ City , STATE

- Plan, execute, and finalize projects in harmony with budget, timeline and quality outcomes.
- The locus for team members to deliver KPI's according to objectives.
- Define project scope, goals (customer needs) and deliverables (realistic expectations) that support business needs across the Main Line Health system
- Negotiate contracts for supplies and services via assigned portfolio for Main LineHealth.
- Coordinate Supply Chain team and oversee workload to achieve maximum cost savings and operational benefits from inception to completion of the project.

#### Inventory Control Manager- Cath and EP labs

August 2003 to June 2007 Main Line Health- Paoli And Lankenau Hospitals i¼ City , STATE

- Establish and maintain appropriate supply levels (PAR) in assigned areas and integrate ERP system.
- Analyze monthly supply expense budget reports.
- Cycle counting: annual and quarterly physical inventory processes, invoice verification and reconciliation.
- Conduct interviews with sales reps and perform vendor maintenance as required.
- Utilize Computerized Inventory Management Systems (PeopleSoft, AtPar, Invision, Filemaker Pro).
- Chair monthly inclusive Value Analysis meeting with physicians and managers to discuss implementation of new products in hospital system.

#### Program Manager

November 2002 to August 2003 USSC Group, Inc i¼ City , STATE

- Managed all facets of new and existing contracts and served as liaison between sales, engineering, purchasing, manufacturing, and the customer.

- Required significant amount of independent decision making on behalf of corporation.
- Contract administration - Reviewed contracts/orders for seats and spare parts.
- Developed close working relationships with customers (OEM's and End Users).
- Communicated customer needs to engineering, operations, assembly line, and purchasing departments.
- Managed Kaizen evaluation and production meetings.
- Responsible for warranty claim resolution.Â Coordinated all logistics for trade shows.

#### Operations Manager and Senior Purchasing Agent

January 1995 to November 2002 AerOutfitters 1/4 City , STATE

- First employee hired for this 1995 start-up company.Â Began as Warehouse Manager and was quickly promoted.
- Worked directly under senior administration on various project management assignments (JT8D engine builds and repairs).
- Coordinator of all daily activities: scheduling, purchasing, traffic management, and office administration. Managed staff of 14 support personnel (Mechanics/Office). Supported procurement group
- Maintained analysis of lead times and cash requirements for orders.
- Sustained quality control/satisfaction records, constantly seeking new ways to improve WMS (Warehouse Maintenance Systems).
- Hired warehouse staff and supervised field service group.Â Coordinated AOG repairs.
- Handled shipping logistics for tools and replacement parts as well as jet engine movement and field service assignments.

#### Skills

- Project management- great organizational proficiencyÂ
- Leadership- interpersonal skills, cross-cultural communications, customer service,Â disaster recovery planning
- Supply Chain-inventory control, logistics, procurement Â
- Strategic analysis- Kaizen, Lean and 5s ideologies.Â
- Technical aptitude- Lawson, PeopleSoft, ERP systems, SaaS- Cloud Platform, Microsoft Office,Â ISO 9002, Kanban