

# Jeremy S. Myrick

(360) 630-3210 | myrick.jeremy@gmail.com | LinkedIn - linkedin.com/in/jeremy-myrick-33722579

## PROFESSIONAL SUMMARY

Dynamic and results-oriented professional with extensive experience in IT management, operations leadership, and fulfillment operations. Adept at aligning technology strategies with business objectives to drive efficiency and productivity. Proven track record of developing and implementing business operating principles to foster a culture of excellence and continuous improvement. Skilled in evaluating existing processes, implementing strategic plans, and realigning roles to optimize team performance. Strong understanding of operational principles and commitment to driving operational success across diverse teams. A strategic thinker with a passion for driving innovation and achieving organizational goals.

## SKILLS

- Strategic Planning
- Operations Leadership
- Process Optimization
- Team Development
- Cross-functional Collaboration
- Project Management
- Continuous Improvement
- Technology Integration
- Data-driven Decision Making

## WORK HISTORY

### IT and Fulfillment Operations Manager | Skagit Horticulture, Mount Vernon, WA | January 2024 – Present

- Spearheaded a comprehensive transformation within the Fulfillment department, focusing on strategic planning, individual and team development, and operational excellence. This included refinement of existing processes to enhance efficiency and effectiveness.
- Developed a strategic plan tailored to the department's objectives, fostering alignment with broader business goals
- Facilitated the establishment of personal goals for management within the Fulfillment team, nurturing professional growth and performance excellence
- Completed a thorough evaluation of existing roles, and realigned responsibilities based on individual strengths and departmental needs, ensuring optimal utilization of resources
- Oversaw the development of job titles and training resources for all department roles, enhancing clarity and capability across the team
- Implemented robust weekly processes and reviews, providing structured opportunities for team development, process refinement, and budget management.

### IT Manager | Skagit Horticulture, Mount Vernon, WA | July 2017 – January 2024

- Directed comprehensive IT operations across multiple locations, overseeing the IT team responsible for complete support of all IT hardware and business systems
- Developed a long-term strategic plan aligned with overall company goals
- Led major initiatives, including the overhaul of IT infrastructure post-merger, implementation of new ERP system (Sage X3), and establishment of company-wide processes to align with strategic goals
- Orchestrated annual evaluations for all departments, driving improvements in system and process efficiency
- Implemented disaster recovery solutions, led automation initiatives, and managed integration of proprietary and third-party systems

- Spearheaded multiple technology implementations, including VOIP systems, security solutions, and HRMS platforms.
- Led the long-term planning and automation team and served as a member of the leadership team.

#### **IT Systems Administrator | Skagit Horticulture, Mount Vernon, WA | March 2014 – July 2017**

- Provided comprehensive technical support for three facilities, streamlining infrastructure to ensure manageable support without compromising security, reliability, or functionality
- Significantly reduced IT spend, saving several hundred thousand dollars annually
- Led a successful overhaul of the entire IT infrastructure, encompassing network, servers, security, telecommunications and played a key role in the implementation of a new ERP system
- Oversaw the technical side of a company merger which included integration of all existing systems

#### **IT Support/Quality Assurance Lead | Skagit Horticulture, Mount Vernon, WA | July 2013 – March 2014**

- Lead quality assurance for all ERP development
- Responsible for testing and verification of user reported issues, documentation for development team, creation of documentation for new development projects as well as project management and testing
- Responsible for technical support for 3 facilities and 150+ users.

#### **Sales Account Manager | Skagit Horticulture, Mount Vernon, WA | July 2012 – July 2013**

- Managed sales for the company's second-largest account at the time, overseeing \$4M+ in annual revenue
- Responsible for replenishment analysis, sales reporting, and forecasting for 89 stores
- Involved in demand planning for all accounts, website management, photography, marketing, and development of new sales programs

#### **Customer Service Representative | Skagit Horticulture, Mount Vernon, WA | March 2012 – July 2012**

- Assisted with replenishment analysis, sales, and order entry for multiple sales accounts which included 200+ stores
- Responsible for plant photography and development of marketing materials

#### **Paralegal | April 1998 – February 2008**

- Document management/discovery paralegal responsible for management of cases for multiple national asbestos litigation clients
- Established and maintained databases containing over a million documents (data and images) and generated reports in response to internal and formal discovery requests
- Regularly identified and proposed project plans, including budget estimates, for approval by attorneys and clients
- Extensive travel to client headquarters nationwide for discovery projects which included the coordination and management of legal teams
- Managed condemnation cases for clients such as Sound Transit, the City of Everett, the City of Seattle, and the City of Bellevue
- Frequently presented motions for orders in Superior Court ex parte as well as performed other paralegal duties