**Jon Holtz, P.Eng.**

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**Senior Design Engineer, Materials, & Processes**

**Meet & Exceed Production Targets | Identify Root Cause Failures**

Highly capable professional who applies strong communication, organization, and initiative skills. Drive complex projects with passion and dedication to execute meaningful solutions and products. Problem solve within freedom of design iterations for production gains and improvements. Develop systems for efficiency within limitations presented. Utilize existing tools to develop solutions for better products. Encourage team based approach where professional trust is established and used to full potential.

Expertise in:

**Budgets & Planning | ISO 9001 | Program Coordination & Management**

**Technical & Contractual Documentation | Cross-Disciplinary Collaboration**

**MS Office Excel, Word, PowerPoint, Visio, Project**

**Languages**

Fluent in French and English, and basic Spanish

**Professional Experience**

**Absolute Change Management (ACM)**, Vineland, ON **2018-Present**

**Process Engineer**

* Work closely with clients to identify opportunities that will drive business improvement
* Develop custom continuous improvement programs for customers and provide ongoing support of their improvement initiatives
* Manage projects to ensure they stay within scope, schedule and budget
* Build and maintain client relationships through ongoing communication to ensure engagement; secure trust and support throughout each project; and organically identify future business opportunities
* Prepare training plans and materials to educate clients on organizational analysis and improvements based on lean engineering principles and change management
* Lead Process Improvement workshops, helping teams to gather and analyze information on current state, define the desired future state and identify what is necessary to achieve their outcomes
* Run educational sessions and train cross functional teams in the successful application of lean tools and techniques

**HONEYWELL** (Formerly COMDEV), Cambridge, ON

**Senior Design Engineer** (Formerly Materials and Process Engineer) **2004 – 2017**

* Supported various business units with departmental strength of 15 members, providing integral support to switch business unit (20+ engineers), 80+ production staff, purchasing, supply chain assistance, project management office (PMO), and customer contacts.
* Played key role in measuring performance of lab staff. Ensured constructive and accurate feedback regarding performance metrics used in career development and merit increases.
* Collaborated with cross-disciplinary teams, including product development, production support, supplier problem solving, customer interface, and failure analysis.
* Promoted to senior member of technical staff, resulting from astute work, meeting and exceeding department and company expectations, and approachability and mentoring qualities.
* Managed standard workflow of projects relating to contract documentation, declared materials list (DML) and list of processes (DLP), related qualifications, design changes, floor support, and incoming quality control (IQC) support, resolving problems.
* Ensured documentation and work done on production floor was consistent with what was space qualified and deliverable to customer.
* Played key role with material review board (MRB), administering processes out-of-spec or out-of-normal process flow.
* Conducted consistent and regular work, offering technical recommendations to MRB, investigations, and tests for failure analysis.
* Completed integral projects, including:
  + Discovered material as root cause of failure for switch stator MRB, solving problem technically and delivering answers to affected customers.
  + Coordinated and executed equipment training for organic contamination on hardware.
  + Ran qualification testing and obtained supplier approval for magnet qualification.
  + Created DML / DLP standardization format for companywide documentation.
  + Revealed ‘nicked wire’ root cause and provided design feedback requiring new wire stripping tooling, resolving problem.
  + Investigated telemetry magnet failure, discovered root cause where a bond line was poorly designed, and provided feedback to design in additional features, preventing failure.
  + Created company guidelines and best practices, addressing contract resistance, contamination, and foreign object debris (FOD) prevention and identification.
* Supported design and launch of 4G switch with 12 staff over 3 years. Created customer documents including DML and DLP, maintained customer and project specific database, and qualified processes, achieving flight approved status for new hardware.
* Created and controlled maintenance and accuracy of:
  + Internal processes for approved and qualified hardware.
  + Source control drawings (SCD) as input to supply chain purchasing specifications for ordering and controlling materials.
* Controlled engineering change notice (ECN) documents, adhering to internal process.
* Created Comdev processes document (CDP) and SCD through qualification plans and tests, improving flight level quality.
* Acted as intermediary between technical engineering, assembly floor, quality department, and documentation control for materials and processes in engineering department, disseminating technical information and allowing work to proceed.
* Traveled globally and domestically for supplier audits and investigations, including Canada, UK, France, China.
* Audited quality system, materials handling and management system, process controls, training, documentation, workflow, and progress, ensuring continued good quality products and corrective action implementation for failure investigations.

**PETER KIEWIT SON LTD**, Milton, ON

**Junior Engineer 2003 – 2004**

* Oversaw scheduling for Voisey Bay Nickel Mine project in Labrador, reporting to customer weekly plans and daily / weekly / monthly progress, demonstrating how scheduled activities reach contractual milestones.
* Assisted in project management, including contractual requirements and reporting, forming integral part of learning operation and importance of accuracy in reporting.
* Updated progress on current projects and schedules, utilizing Excel as project management tool.
* Revised and managed contractual schedule requirements, reporting completion work was tied to milestone payments.
* Analyzed productivity of projects and identified improvements, increasing efficiency.

**EXCELSIOR**, Kitchener & Waterloo, ON

**Board Member 2005 – Present**

* Facilitated daily and strategic vision of club with 50 active members and 200 participants yearly.
* Oversaw club management, provincial committee chair, and national-level participation on several committees.
* Created club management structure and led implementation of program administration, providing club metrics for relevant areas of club.
* Chaired and sat on committees, working to terms of reference and meeting each goal outlined.
* Planned, organized, and ran, local, provincial, and national level events with successful results and profitable budget.
* Collaborated with 5-member board and delegated workflow to 10 staff and numerous volunteers, including core committee members, referees, and officials.
* Presided meetings for board of directors, city, and provincial representatives, achieving all objectives.
* Played key role in increasing club membership by 200% within 4 years, expanding and growing projects and including support of new university program.
* Applied sound financial acumen when preparing detailed budgets, plans, and grant proposals for operations and project development.

**Coach**

* Supervised program coaching staff, providing supportive and consistent feedback on performance and goal attainment outcomes.
* Successfully launched, managed, and concluded projects, including opening satellite mobile fencing program for area high schools (Laurier Fencing Club), video analysis project, video refereeing, and conductive strips.

**Official**

* Directed and executed programs and events, including organization of Canada Cup (top-level event in Canada), catering to 800 fencers globally and referees from Canada and USA.
* Coordinated and program managed national-level tournaments and recognized for excellence by being asked to organize and run additional tournaments.
* Sat on officials committee and implemented training programs for certification of new officials.

**Education and Professional Development**

* **Honours Bachelor of Applied Science Mechanical Engineering (BSc)**, Materials Option, Queen’s University, Kingston, ON, 2003
* Management Mentorship Program, Comdev, Cambridge, ON
* 6 Sigma Training, Honeywell, Cambridge, ON