

THOMAS CLARK

ADDRESS ▪ TELEPHONE NUMBER ▪ E-MAIL ADDRESS

--Operations Management ▪ Supply Chain Management--

Highly talented and detail-oriented professional with comprehensive experience in Inventory Management, Lean Manufacturing, Customer Service, Relations, and General Management Operations. Extensive familiarity with relationship management, process improvement, and program development. Well-respected leader and self-starter with documented, positive results from participation in various projects; capable of developing and implementing strategies, policies, and procedures. Proven history of increasing customer retention and profitability while reducing costs and overhead. Equipped with excellent interpersonal, group presentations abilities, coupled with outstanding leadership, presentation, and communication skills. Possess strategic perspective and long-term vision, combined with commendable implementation of initiatives.

CORE COMPETENCIES

Strategic Planning	Forecasting
Lean Manufacturing	Material Planning
Inventory Management	Advanced Computer Skills
Productivity and Efficiency Improvement	Team Management / Team Building
Self-Motivated, Hardworking, and Enthusiastic	Highly Organized with Strong Analytical Abilities
Inventory Management	Material Planning
Lean Manufacturing	Forecasting

CAREER WORKPATH

CELLULAR SPECIALTIES, INC ▪ Manchester, NH

Production Manager/ Planner

Feb 2006-Present

- Effectively supervise daily company operations to include staff supervision, inventory management, quality, training, safety, on time delivery, and customer satisfaction
- Manage daily and weekly build for the entire aspect of production
- Accomplish forecasting and ensure 98 percent accuracy of inventory
- Evaluate and reorganize data to appropriately utilize and apply MRP system
- Played integral role in decreasing shipping costs from Asian suppliers
- Significantly decreased inventory levels while increasing inventory turns

UNIVERSITY OF NEW HAMPSHIRE ALUMNI ASSOCIATION ▪ Durham, NH

Information Support Assistant

Mar 2004-Feb 2006

- Organized and arranged accounts receivable of incoming gifts for all UNH departments
- Modified and maintained accuracy of biographical data for all UNH Alumni
- Coordinated with alumni concerning issues, updates, and general questions as well as development and publication of Alumni Directory

HANNAFORD ▪ Northwood, NH

Bookkeeper/ Customer Service Representative

Nov 2002-March 2004

- Supervised front end personnel
- Utilized and applied expertise in accounts receivable
- Established accuracy of documentation pertaining to balance through verifying receipts at the end of the day
- Effectively managed Customer Service

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SCI, SYSTEMS, INC. ▪ Hooksett, NH

Materials Planner

Dec 1999-May 2002

- Organized and managed customers' orders
- Evaluated material requirements and placed requests to purchase needed materials; advanced open purchase orders of material requirements
- Collaborated with customers, engineering, program administrators, purchasing, and logistics to ensure efficiency of operations
- Assessed and maintained minimal excess inventory
- Efficiently directed Inventory Management

EARLIER CAREER

TECHNICAL RESEARCH & MANUFACTURING, INC. ▪ Bedford, NH

Production / Inventory Control Supervisor

Nov 1998-Dec 1999

HEWLETT-PACKARD CO. ▪ Exeter, NH

Senior Production Planner/Lead Person (Promoted)

1997-1998

Materials Coordinator

1984-1987

CREDENTIALS

Coursework in Computer Technologies / Web Design

New Hampshire Community Technical College, Manchester, NH

Certificate of Photography

New Hampshire Institute of Art, Manchester, NH

APICS, CPIM Certification, In Progress

Fox Valley Technical College, Appleton, WI

TRAINING

- Management, Effective Meetings and Presentations
- JIT/Lean Manufacturing
- ISO 9002, TQM, Total Quality Management
- MRP, Material Requirements Planning
- ERP, Enterprise Resource Planning
- WMS, Warehouse Management Systems
- Microsoft Office Suite

AFFILIATION

- APICS, Notary Public

ACTIVITY

- **Vice President**, Daniel Wilson Holroyd Memorial Scholarship Fund
- **Webmaster & Public Relations**, Métis Eastern Tribal Indian Society of Maine