

## Objective

To obtain a leadership position where there is an opportunity for personal growth and advancement in a team setting.

## Professional Experience

**Nike, Inc.**, Corporate Delivery Logistics, Beaverton, OR.

**June 1999 to Present**

### **Logistics Data Analyst, Global Data Integrity and IT Projects**

#### **Program Administration**

- Managed the Global Destination Vendor Compliance Program related to the quality of cargo received by Nike Global Distribution Centers with compliance target of 95%. Led the Improvement of quality from 84% to 97% in the first 12 months of program management. Transitioned the program to a new administrator after reaching a 98% compliance target.
- Manage and improved consolidation invoice payment process with two Logistics Service Providers.

#### **Project Management**

- Systems/IT Project Manager for various logistics systems projects and initiatives including the successful management of bringing four new Logistics Service Providers on board as partners in the Nike delivery supply chain.
- Manage annual department community involvement initiatives.

#### **Systems / Data Integrity Leadership**

- Manage the Global Data Integrity and Relationship issues with Nike's Consolidator and Airfreight providers insuring compliance to contractual and standard operating procedure requirements and agreements.
- Logistics Data / Systems Liaison between Nike's Business Partners, Internal Systems Resources, the Regional Delivery Logistics Data and OPS teams, as well as the Nike Liaison offices.
- Author and implement systems related operating procedures in collaboration with regional and cross-functional peers to improve and establish best practices with Nike's processes.
- Provide guidance and expertise to the global day-to-day management of Logistics content, user access and development of Nike's Logistics B2B web portal in support of Corporate Logistics and global internal and external business partners.
- Assist with the provision and development of global statistics and metrics for Corporate Delivery Logistics utilized in carrier evaluations, contract negotiations, and other projects.
- Supervised and trained contract workers in the role of Data Assistant as well as helped train departmental and global co-workers in transportation data research with regard to data integrity and utilizing Nike's Goal transportation system.

#### **Transition Management**

- Managed the successful transition of over 800 users from one web portal to a new portal which included the set up of user access and creative information communication to help acclimate the users to the new site.
- Transitioning department internal web site and users to a new SharePoint 2007 site for enhanced communication and collaboration.
- Transition support during departmental hardware and software upgrades.

#### **Tech Support and Training**

- Department go to person regarding PC and Software support and training regarding specific applications and functions.
- Provide NikeConnect Logistics Portal training for internal and external partners.

#### **Web and General Design**

- Directed the design and creation of the department's first internal web site and currently designing the new SharePoint site as the previous internal web site was decommissioned.
- Create various PowerPoint presentations, custom templates, document designs and other graphics as needed.

**Adecco/ VOLT/ Nike, Inc.**, Beaverton, OR.

**August 1998 to June 1999**

#### **Data Assistant**

- Assisted Nike's Corporate Delivery Logistics Department by Managing, analyzing, and reporting the transportation data problems from Ocean Carriers, Forwarders, and Consolidators for the Asia Pacific and Latin America Regions.
- Created solutions and cleaned up technical errors in incoming transportation data so it could become visible in Nike's Goal/ IBM system. This process was essential in keeping providers contractually accountable for data integrity.
- Maintained / Administered the Global Corporate transportation data tables which were critical in support of key processes within Nike's system.
- Administered a portion of Nike's Business to Business web site with information pertaining to transportation that effected Nike's Logistics business and Logistics business partners and Liaison offices.
- Supported and helped train other logistics department personnel on Nike's transportation system and assisted with other responsibilities as needed.

**VOLT Service Group & VOLT District Accounting Center, Beaverton, OR.**

**October 1997 to June 1998**

- **Office Support:** Assisted with daily office tasks such as, creating office forms, sorting, filing, computer support for various applications, setting up new office equipment such as a fax machine and computer, created spreadsheets to record quarterly data.

**Olsten/ VOLT/ Sequent Computer Systems, Inc., Beaverton, OR.**

**July 1996 to October 1997**

- **Assembler/Operator:** Assisted in product upgrades by performing the mechanical disassembly and reconfiguration of the systems.
- **PALab Rework, Purge, & Safety Coordinator:** Coordinated the day-to-day movement and tracking of all product rework. Maintained long-term rework schedules, priorities and requirements with engineering development groups. Provided weekly forecast of upcoming workload. Coordinated shipment, receiving and scheduling of all products for off site rework. Created technical procedures. Coordinated the resources for Purges that utilized or effected the PALab. Coordinated safety improvements, awareness, and maintenance. Implemented a chemical safety program.
- **Rework Operator:** Assisted the rework lab team and the rework engineer in creating technical procedures, designing solder stencils, researching & ordering equipment, and various other lab and ISO process requirements.

**INTEL Corporation, Hillsboro, OR.**

**May 1994 to June 1996**

- **Manufacturing Technician:** Built PC motherboards. Supported co-workers in training of general skills, understanding documentation, procedures, and answered new hire questions. Performed preventive maintenance on the Air Vac solder reflow machine, and calibration/recalibration for torque drivers. Created several technical procedures.
- **Technical Trainer:** Technical trainer for three safety skills related procedures and two process skills procedures. Trained co-workers, maintenance technicians and managers in a class setting.
- **New Hire Instructor:** Trained new hires in a two-day class setting, covering all the basic information they need to know to be successful in their new employment. Helped update class training materials.
- **Documentation Leader:** Was the focal point for all documentation related issues. Updated documentation training class materials.

### **Retail Sales**

**Volume Shoe Source 4 years & Ross Dress for Less 1 year, Beaverton and Tigard, OR.**

**March 1989 to May 1994**

**Volume Shoe Source**

- **Assistant Manager:** Interviewed and hired sales associates. Trained associates in a seven-module training program. Supervised daily business including merchandising, satisfying and maintaining customer relations, inventory management including shipping and receiving. Responsible for meeting quarterly profits and shrink goals on \$100,000+ of inventory.

**Ross Dress For Less**

- **Sales Clerk:** Similar responsibilities as above.

### **Computer Skills**

SAP R/3. IBM/Legacy. MS Windows 3.11-XP, MS Office: Word, Excel, PowerPoint, Publisher & Outlook '97-'03. MS Visio, MS FrontPage '98-'03, Adobe Acrobat, eCopy, MS Image Composer '98, MS Explorer, Firefox, CC:Mail and Cool Edit 2000. Exposure to MS Access '95-2000, Brio, MS Project, SharePoint 2007 and Adobe Photoshop. Experienced in other PC based applications.

### **Education**

**Christian Bible College and Seminary, Independence, Missouri**  
Bachelor of Ministry

**National Broadcasting School, Portland, Oregon**  
Radio and Television Announcing Vocational Training

### **Additional Training**

**Nike Professional Development Center - Business and Professional Training:** Project Management by Cadence Management Corporation, The 7 Habits of Highly Effective People from Franklin Covey, Writing Advantage from Franklin Covey, and Managing Personal Growth.

**Nike Professional Development Center - Software and Design Courses:** Using PowerPoint 2000, PowerPoint Dynamics 1, PowerPoint Dynamics 2: Dynamic Design, Using Excel 2000, Advanced Excel 2000, and Managing Lists with Excel 2000

**Maximum Impact:** John Maxwell's Business Leadership Training Seminars. 2002 and 2003

**Success 2001 Seminar:** Business Success / Leadership seminar