

**MICHAEL E. WOOLLAMS**  
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### **SUMMARY OF QUALIFICATIONS**

Experienced in: purchasing, planning, inventory control, operations, management, OSHA regulations and hazardous waste management.

Computer skills - Microsoft Office 2000  
Computer programs – SYTELINE and ERP/MRP

### **PROFESSIONAL EXPERIENCE**

**Saint-Gobain Crystals Hiram, OH** **2007-2009**

***Buyer/Expediter/Planner***

- Responsible for 1.5 to 2 million dollars of sales per month
- Schedule and release orders into production, monitor inventory levels
- Supported and participated in Lean Manufacturing Initiatives
- Procure purchase orders for domestic/international goods and services
- Expedite purchase orders and implement proactive delivery programs

***Computer Program***

ERP/MRP used to manage all programs

**ELTECH Systems, a GRUPPO DeNORA Company, Chardon, OH** **2002-2006**

***MRO Buyer and Vendor Procurement***

- Reduced purchasing costs by \$5,000.00 per year
- Procured services required with vendors
- Vendor consolidation

***Inventory Control and Hazardous Waste Management***

- Reduced inventory costs by \$5,000.00
- Administrated and Managed over \$1,000,000.00 in inventory value
- Managed hazardous waste inventories as a large quantity generator
- Reduced hazardous waste costs by \$2,000.00 per year
- Reduce hazardous waste disposal and increased recyclables

***Expediting***

Teamed with vendors to reduce lead times

***Computer Program***

Windows based SYTELINE used to manage all programs.

**ELTECH Systems, a GRUPPO DeNORA Company, Chardon, OH** **1974-2002**

***Management***

Administration, OSHA, Safety and EEAA: administered and upheld plant and corporate policies  
Supervised multiple areas and shifts and maintained 90 - 95% cost of plan  
Counsel employees on performance and personnel policies  
Directed and facilitated change to a team and shared responsibility environment  
Directed and coordinated plant and capital projects  
Teamed with Sales, Purchasing and Engineering on customer requirements  
Directed and coordinated plant and capital projects  
Administered, directed and implemented flow cell concepts

**ELTECH Systems, a GRUPPO DeNORA Company, Chardon, OH** **1969-1973**

***Plant Technician***

Awarded for attendance  
Skilled Technician

**EDUCATION, SEMINARS**

Hazardous Waste Management...2006, 2003 & 2002  
Effective Safety Communication and Management Training...2003 & 2000  
Increasing Human Effectiveness...2001 & 2000  
Highly Effective Performance and Management Training...2000  
Reduction in Setup Time and Changeovers...2000

APICS: Just-In-Time & Production Control, CAMP: Five Step Safety Training & Train the Trainer, Diamond Shamrock Development Program I & II, IDC: Implement Cell Design, Interaction Management I, II & III, Managing Multiple Priorities, MRP I & II, Problem Analysis & Decision Making, Quality Circles, Safety: Back School, CPR/AED, First Aid, Job Safety Analysis & Supervisor Safety Management and Team Interaction Training

**Classroom Instruction and Training Conducted**

Production

Continuous Improvement, Operations Excellence, CAMP Quality Program and Quality Circles

Safety & Environmental

Continuous Reinforcement, Forklift Truck Operation, Job Safety Analysis, RCRA, Recycling and Waste Accumulation & Disposal

