

Professional Profile

- Past experience in several business areas – IT/IS, Bids & Contracts, Operations, Sales, Purchasing
- Vision for the “big picture” while giving significant attention to detail
- Talented at quickly analyzing the causes of problems/challenges and proposing solutions
- Excellent awareness of interdepartmental dependencies and processes
- Proficient in Microsoft Windows operating systems (Win95, Win98, WinNT, Win2000, WinXP, Windows 7)
- Expert in all aspects of Microsoft Office Suite (MS Access, MS Excel, MS PowerPoint, MS Word, MS Publisher)
- Competent in Microsoft Visual Basic for Applications and SQL
- Strong team orientation
- Good communicator
- Articulate teacher/trainer
- Champion of empowerment
- Capable project manager
- Able to develop and implement processes

Professional Experience

PEMCO (Process Equipment Manufacturing Co., LLC), Claremore, OK 2010 – Present

A division of Basden Steel

Privately owned fabricator of piping and vessels for the oil and gas industry, operating since 2010.

Procurement/Expediting

- Responsible for all purchasing activities, including RFQs, POs, and all receiving.
- Responsible for approval of all vendor invoices.
- Developed custom estimating and purchasing tool using Microsoft Access.

Basden Steel Oklahoma, LLC, Claremore, OK 2005 – 2010

Privately owned fabricator of structural steel, operating since 1985.

Plant Manager

- Responsible for managing the entire Oklahoma fabrication facility.
- Oversight of 25+ employees, involved in receiving, equipment operation, fitting, welding, inspection, painting and/or galvanizing, and shipping of completed structural steel members.
- Responsible for maintaining and training in the use of the company operational system, FabTrol MRP.
- Developed custom reporting tools for use with FabTrol MRP.

Corporate Metals, Inc., Claremore, OK 2003 – 2005

Privately owned fabricator of structural steel, operating since 1988.

Data Management / Purchasing

- Responsible for the loading of all fabrication data into the company operational system, FabTrol.
- Perform all purchasing functions for manufacturing materials and internal use supplies (shop and office).
- Responsible for the oversight of all hardware, software, and communication systems.

Corporate Express, Inc., a Buhrmann company, Tulsa, OK 1979 – 2003

International office products distributor

Division IS Director, Tulsa, OK, 1995 – 2003

- Developed reports and custom toolsets used within the division.
- Oversight of all aspects of technology use within the division.
- Empowered customers to use the corporate e-commerce website (E-Way) for placing orders.
- Participated in corporate task force to realign divisional IS responsibilities.
- Managed the integration of customer information for this division through two corporate mergers.
- Local project lead for major system implementation.
- Project lead for major facility move.
- Supported over 200 IT users in eight locations in four states with a team of three employees.

Previous positions held at Corporate Express, Wichita, KS, 1979 – 1995

Bids and Contracts Coordinator
Operations Manager
Sales Representative

Purchasing Manager
Purchasing Agent