

R. PRESTON SMITH, CPIM

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Certified in **Production and Inventory Management, American Production and Inventory Control Society**
Strong problem solver, analytical, customer oriented
Self-motivated and able to work independently or in a group
Over two decades working in a hybrid ERP environment
Proficient in MS Excel, Word and PowerPoint

WORK EXPERIENCE

Bollin Label Systems, Toledo, OH

Production Purchasing, Oct 2013 – Dec 2016

- Prepared and processed purchase orders for materials, supplies and equipment.
- Created specifications for issuing RFQ's and awarding bids.
- Located qualified sources of materials, equipment or supplies. Resolved claims with suppliers.
- Provided technical support to the sales force regarding material selection and capabilities. Conducted customer site visits which required technical solutions or consultation.
- Collaborated and consulted with the Sales Manager in preparation of major bidding opportunities.
- Developed and managed Bollin's response to various customer Compliance requirements.

Operations Manager, Apr 2009 – Oct 2013

- Oversaw activities directly related to Estimating, Purchasing, Warehouse and Manufacturing.
- Managed staff, prepared work schedules, assigned and coordinated activities and duties.
- Determined staffing requirements, interviewed and hired new employees.
- Provided technical support to the sales force regarding material selection and capabilities. Conducted customer site visits which required technical solutions or consultation.
- Created, analyzed and enhanced policies and procedures to improve quality and productivity

Purchasing, Estimating & Mfg. Order Entry Manager, Nov 1994 – Apr 2009

- Located qualified sources of materials, equipment or supplies. Resolved claims with suppliers.
- Reviewed, evaluated, and approved specifications for issuing and awarding bids.
- Prepared and supervised customer quotations in accordance with their request.
- Prepared and supervised manufacturing order entry activities.
- Represented and lead the Operations portion of our hybrid ERP installation and rollout. This involved all new methods of conducting business for Estimating, Order Entry and Manufacturing.
- Lead our manufacturing audits in response to customer requirements.
- Provided technical support to the sales force regarding material selection and capabilities. Conducted customer site visits which required technical solutions or consultation

Production Manager, Oct 1992 – Nov 1994

- Oversaw activities directly related to manufacturing.
- Managed staff, prepared work schedules, assigned and coordinated activities and duties.
- interviewed, hired and trained new employees.
- Created, analyzed and enhanced policies and procedures to improve quality and productivity

W.W. Grainger, Perrysburg, OH

Inside Sales, May 1989 – Oct 1992

- Determined replacement or substitution parts required upon inspection of old parts, customer requests, or customers' descriptions of malfunctions.
- Processed orders and issued credits as needed.
- Made recommendations for tools, equipment or parts based upon the customers' requirements.