

Lee Robert Williams

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SUMMARY OF QUALIFICATIONS

Directed manufacturing, outsourcing, and warehouse department activities to meet or exceed plans for profitability and customer requirements. Over 5 years of domestic and Asia outsourcing management experience. Six Sigma certified and experienced in Lean and 5S practices. Instituted measurable improvements of on-time delivery inventory accuracy, and job cost variance. Experienced in negotiation with vendors and suppliers. Certified Leadership Coach for direct and indirect staff. Actively involved company strategic planning.

PROFESSIONAL EXPERIENCE

- 2007-2010 **Director of Manufacturing**, CARDSsource, Eagan, Minnesota
Responsible for throughput dollars, efficiency, and profitability of manufacturing department. Development of measurement and systems to monitor and track progress toward company goals. Prioritization and coordination of workflow to maximize resources. Participation in setting company goals and execution of strategic plan. Other areas of responsibility include inventory control, facility maintenance, and outsourcing of printed media and services.
- 1990-2007 **Asia Outsourcing Project Manager**, Travel Tags, Inver Grove Heights, Minnesota
Development of relationships and supply channels with Asian manufacturers of raw materials needed for US production. Responsibilities include extensive contact and correspondence with Asian manufacturers of raw materials including travel to Asia, monthly status reports to executive team, and attendance at numerous continuing education conferences.
- In-mold Labeling Project Manager**
Management of domestic and international in-mold labeling production and information systems. Responsibilities include the documentation of information workflow, weekly reporting of production, development of reporting tools, and improvement of communication to suppliers.
- Director of Production Control**
Management of information technology, scheduling, purchasing, warehouse and production planning teams. Responsible for inventory turnover, capacity planning and on time delivery of finished products. Human resource skills involving coaching and review of production control team.
- Scheduling Supervisor**
Management of the scheduling department for high-volume sheet fed printing company. Responsibilities include both long and short range production scheduling, supervision of scheduling and planning team. Also involved in assisting and training account managers.
- Account Manger**
Supervision and management of large, high-volume accounts in the vinyl sheet fed printing industry. Coordination of in-house production, establishment of new accounts, research and development, scheduling, job planning, and job tracking. Additional experience with estimating, purchasing, and training. Extensive contact, correspondence and interaction with customers and all levels of management.

BUSINESS RELATED ACTIVITIES

- **ICMA** – Attendee from 2006 to 2010
- **DataCard** – User group member from 2007 to 2010
- **Organizational Leadership Coach Certification Training** – 2009
- **Finance for Non-financial Management**, University of Minnesota – 2008
- **Leadership Training** – 2003 to 2007
- **Lean Office Team Member** – 2005 to 2006
- **Six Sigma Yellow Belt Certified** – 2006
- **Sales & Operation Planning Facilitator & Team Member** – 2006
- **Facilitator of Executive Strategic Planning Team** – 2005
- **Software:** Hagen OA, Printflow, Print Management Systems, Made to Manage, ACT, Visio, and Microsoft Windows XP

VOLUNTEER EXPERIENCE

- **Green Lake Lutheran Ministries**, Spicer, Minnesota – 2006 to present
Board Member
- **Boy Scouts of America, Pack 444**, Hastings, Minnesota – 2003 to 2007
Den Leader
- **Hastings Youth Athletic Association**, Hastings, Minnesota – 2004 to present
Basketball Coach

EDUCATION

Bachelor of Science in Business Education

Moorhead State University, Moorhead, Minnesota, 1990