

ROSANNE THEIS

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Dedicated, self-motivated professional with 25 years of business experience. Quick learner with following proven skills:

Leadership
Organizational

Interpersonal
Analytical

CAREER HISTORY

SMALL START-UP COMPANIES

2001-2009

Imago Scientific Instruments Materials Manager – Madison, WI
Soft Switching Technology Materials Team Lead – Middleton, WI
Biocentric Solutions Purchasing Manager – Middleton, WI

Responsible for all functions involved in inventory control, shipping/receiving, and purchasing of production and non-productions material.

KERR MIDDLETON/SYBRON DENTAL, Middleton, Wisconsin
Manufacturer of Dental equipment

2005 to 2008

Commodity Specialist – Electronics (4/2008 to 7/2008)

Responsible for cost reductions for electronics spend and vendor development in low cost regions.

- Reverse auctioned \$3 million of programmed circuit boards (29% savings)

Senior Planner/Buyer (9/05 - 4/08)

Responsible for the purchasing of electronic assembly/components and plastics.

- Buyer for new product development
- Facilitated the movement of production to a low cost region

ETC (ELECTRONIC THEATRE CONTROLS INC.), Middleton, Wisconsin

2000 – 2001

A rapidly growing manufacturer of theatre lighting, providing 90% of the lighting to Las Vegas, Disney and Broadway (New York).

Senior Production Planner (11/00 – 3/01)

Coordinated the activities of the purchasing/inventory departments, maximized product availability while minimizing inventory levels, expedited the flow of inventory and work schedules according to production schedule to meet shipping requirements.

- Supervised inventory and planning staff.

Buyer (5/00 – 11/00)

Developed strong vendor relationships and participated in vendor audits. Procured, expedited and rescheduled orders. Managed inventory levels.

- Coordinated the procurement and delivery of \$5 million of turnkey assemblies.

ARTESYN TECHNOLOGY, Madison, Wisconsin

1988 - 2000

(Formerly Heurikon) A fast-paced, high-technology computer manufacturing company in the telecommunications industry. Artesyn custom designs and engineers products in a made-to-order environment.

Master Scheduler (1994 - 2000)

Authorized the acceptance of sales orders based on customer request date and material and production time availability. Released work orders and scheduled work on the production floor. Developed strong interpersonal relationship with Sales Department keeping them advised of any potential problem with customer delivery.

- Analyzed and prioritized \$50 million in annual sales resulting in 95% on-time delivery.
- Maintained 150 work orders by making daily decisions based on customer needs and material and production availability.
- Managed work orders for 60 product families with 50 to 150 configurations per family.
- Developed and implemented a new sales order sign-off process that reduced processing time from two days to four hours.
- Developed report for weekly forecasting meetings decreasing meeting time by 50%.
- Developed and audited ISO procedures.
- Reduced obsolete inventory by 60% by developing system to analyze part usage.
- Evaluated and reviewed efficiencies of manufacturing operations.

Planner/Buyer (1989 - 1993)

Responsible for analyzing Material Requirement Planning (MRP) reports and requisitioning parts for production. Procured, expedited, and rescheduled purchase orders. Developed strong vendor relationships and participated in vendor audits.

- Negotiated the procurement of \$2.5 million of components and their delivery resulting in a reduction of production downtime.
- Analyzed material availability resulting in an increase in inventory turns from 2.5 to 5.3.
- Developed interpersonal relationships with key vendors, which lead to a 25% reduction in vendor base.
- Increased vendor on-time delivery of 10% by reviewing and maintained 300 purchase orders on a weekly basis.

Materials Analyst (1988 - 1989)

Responsible for data entry of high cost items. Organized data to be used by the Production Planners.

EDUCATION AND CERTIFICATION

Bachelor of Business Administration (BBA) University of Wisconsin-Whitewater 1984
Certified Production/Inventory Management (CPIM) 1985 to Present