

Terrie R. Weig
1610 W. Bentley Street
Mesa, Arizona 85201
trweig@yahoo.com
(480) 964-3537 Home, (480) 244-9941 Cell

OBJECTIVE

Experienced professional seeks a position within an organization where my knowledge and expertise within the industry can contribute to product development, customer excellence, continuous product improvement, project development, business process streamlining for existing product and new product introduction.

PROFESSIONAL SKILLS

- Drive business operations to meet material cost reduction goals
- Analyze monthly cost reduction performance
- Experience in interfacing with suppliers
- Understands and experience in software development releases
- Authored software release specification
- Demonstrate skills for all Document Control responsibilities
- Trained personnel on Oracle and Tigers Purchasing system
- Support trouble tickets submitted to correct issues pertaining to the Oracle system
- Effective communication skills
- Experience in Oracle, Excel, Word, PowerPoint, Outlook, Power Analyzer, Business Objects, BMC Remedy and Access software

WORK EXPERIENCE

Emerson Network Power – Embedded Computing (2007-Present) Cost Reduction Administrator Project Sr.

Interface with Commodity Managers who work directly with suppliers to obtain the lowest cost for materials. Drive and ensure business operations meet material cost reduction by implementation at the lowest cost. Provide monthly and quarterly cost reductions on the products.

- Analyze and decipher monthly cost reduction performance
- As a team member, achieved improvement through product cost reduction planned revenue of \$18M on \$500M
- Simplify and drive commonality on product development and introduction processes
- Utilize Oracle administrative rights to address trouble tickets submitted by all personnel through BMC Remedy system to correct issues pertaining to the Oracle system

**Motorola, Inc., Embedded Communications Computing
(1999-2007) Engineering Material Coordinator**

Coordinate with engineering to introduce new released product and support sustaining product within Motorola (ECC, Tempe, AZ)

Responsibilities consist of:

- Request quotes from suppliers, submit purchase orders, check status on pending materials as well as interface with suppliers on payment issues
- Prepare proper authorization forms for domestic and international shipping of product
- Create Excel spreadsheets and maintained Access database for all material purchased for engineering project
- Place internal orders for engineering material requirements for proto/pilot development
- Engineering support for New Product Introduction (NPI) department work with stakeholders in Finance, Development and other departments to ensure part numbers and costs were complete for set up.
- Perform aspects of Systems software releases for all products
- Create part numbers and maintain "Bills of Material" for software releases and revision controls
- Responsible for review and approvals of all controlled specifications, and documents
- Oracle Administrative rights to address trouble tickets submitted by all personnel

(1996-1999) Material Handler Associate, Motorola Computer Group

Focal point coordinator, interfacing between Design Engineering and Manufacturing for System and Board products in the production and kitting of released products.

Continuously worked with various departments to ensure customer orders were kitted and assembled to meet company goals and customer order dates.

- Tracked and coordinated production schedule with assembly and Production Control ensuring on-time delivery
- Generate and maintain manufacturing inventory cycle count reports
- Implement min/max levels of stock material in factory inventory
- Identify root cause and establish corrective actions for discrepancies of material inventory
- Released and rescheduled system factory orders and updated bills of materials in manufacturing
- Knowledge of ADE (Automatic Data Entry) system
- Label creation for part and serial numbers for manufactured systems
- Participated in the creation and implementation of Motorola Computer Group Reward and Recognition Program

(1993-1996) Manufacturing Associate, Motorola Computer Group

Manufacturing and assembly skills were utilized to meet customer order deadlines and company goals.

- Developed documented assembly process for System Configuration.
- System Configuration: Subassembly of boards, drives, and cables.
- Perform UL and regulatory testing, labeling and cosmetic touch up of manufactured systems.
- Post PPC: Knowledge of FMS system to enter serial numbers, label and placement of covers, verify regulatory testing.
- Assembly Inspection: Order verification, configuration and assembly.

STRENGTHS

- Knowledgeable and strong use of software such as: Oracle, MS Excel, PowerPoint, Outlook, MatrixOne, Business Objects, Power Analyzer, BMC Remedy and Access software, Word and Tigers Purchasing system.
- Strong analytical skills
- Ability to train, lead, and motivate others
- Effective communicator, able to work well in a team environment
- Utilize excellent organizational, teamwork, problem solving, and follow through skills
- Professional client relationship skills

EDUCATION

Western International University - Bachelors of Science in
Business with a Minor in Human Resources (2007)

JACMET - IPPD Project Management Certificate

Motorola University - Six Sigma, Quality-White Badge