

**JERRY P. POLAND**  
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**Dayton, Ohio 45432**  
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## **SUMMARY**

A seasoned, profit-conscious responsible administrator, who works well under pressure. Diversified experience in **Purchasing, Project Management (Facilities Planning), Industrial Engineering, and Manufacturing Cost Analysis**, with accomplishments in each position held. Proficient in evaluating manufacturing products to insure that standards or specifications are maintained. Computer skills in Word, Excel and Lotus Notes.

## **EDUCATION**

Capital University, Columbus, Ohio  
**Bachelor of Arts, Multidisciplinary, Operations Management**

Sinclair Community College, Dayton, Ohio  
**Associate of Applied Science, Industrial Engineering Technology, Production and Inventory Control**

Sinclair Community College, Dayton, Ohio  
**Associate of Applied Science, Business Management** Anticipated graduation May 2014

Sinclair Community College, Dayton, Ohio  
**Certified in Green Belt, Six Sigma, Lean Manufacturing**  
**Certificate of Completion, Fundamentals of Microsoft Excel 5.0**  
**Certificate of Completion, Introduction to Project Management**

Institute of Supply Management (ISM) Anticipated graduation: December 2013  
**Certificated Purchasing Supply Manager (C.P.S.M.)**

## **RELATED EXPERIENCE**

**Manufacturing Technology** 2006-2009  
CBS Staffing

- Final parts inspection and packaging

**Manufacturing Technology** 2006  
Express Professional Staffing

- Maintenance of machinery and building for audit

**Purchasing Agent** 2001 - 2004  
BOSMA Machine & Tool, Tipp City, Ohio

- Purchased Maintenance Repair and Operations Supplies (MRO) 1994 to 2001

**Project Manager ,Facilities Management ,Industrial Engineering**

1994 – 2001

Rapid Design Services, Dayton, Ohio

- Coordinated and lead multiple projects that included preparing cost estimates, managing budgets, and negotiated bids with suppliers
- Assisted the safety committee on audits of the facilities with respect to OSHA
- Reconciled Purchasing Cards
- Worked with client company and RDS to obtain ISO 9000 certification
- Installed Total Quality Management project with client company

**Purchasing Agent/Shipping and Receiving Agent**

1989 – 1992

IAP Research Inc., Dayton, Ohio

- Implemented and consolidated purchasing function resulting in \$50,000 savings for three years
- Reduced shipping costs by 60% using Federal Express GSA Ratings

**OTHER WORK EXPERIENCE**

**Volunteer**

2013 – Present

Goodwill Easter Seals, Dayton, Ohio

**Training Team Leader**

2009 - 2013

Day vest, Dayton, Ohio

**Sales Associate**

2005 – 2006

Bon Ton/Elder-Beerman, Miamisburg, Ohio

**Media Assistant**

2004

Sinclair Community College, Dayton, Ohio

**Cashier**

2006

Sinclair Community College Bookstore, Dayton, Ohio

**AWARDS & ACKNOWLEDGMENTS**

- Led Men’s department in sales for November and December ,2006 at Bon Ton/Elder-Beerman

**PROFESSIONAL ASSOCIATIONS**

- NAPM – Miami Valley, Dayton, Ohio
- APICS – The Association of Operations Management
- IIE – Institute of Industrial Engineers
- SME – Society of Manufacturing Engineers