

## Joshua Spicer

### Professional Experience and Accomplishments

#### September 2021 – Current, Project Manager, Bath Iron Works

- Successfully led the development and rollout of a process conversion from manual processing to a fully electronic, automated process in JIRA, allowing team leaders to manage their workflow through kanban boards and control charts with a 27% reduction in labor hours.
- Manages department training budget, achieving solutions to reduce overspending and provide accurate accounting of hours spent.
- Facilitates meetings with department mentors and leads initiatives to improve training through feedback metrics and work instruction revision.
- Standardized department training curriculum and leads efforts to revise training into an objective based experience focused on user personas and iterative development.

#### July 2018 – September 2021, Design Supervisor, Bath Iron Works

- Manages 24 designers across two multi-discipline teams.
- Introduced discrete tasking models that allowed the teams to realize a 72% reduction in 2020 Level of Effort charging.
- Led process improvement initiatives that resulted in a 3.2 average hour reduction in product lead time for 2020.
- Streamlined processes that lead to a 39% increase in library parts developed between 2019 and 2020.
- Oversaw employee training improvements that resulted in a 2% reduction in overall cost across all programs in 2020 and a 17% reduction in the total number of defects in 2020.

#### October 2016 – July 2018, Designer, First Class, Bath Iron Works

- Subject matter expert for DDG 51 and 1000 removal route design.
- Utilizes production and technical experience to develop 3d design and 2d drawings in accordance with established procedures and customer requirements.
- Provides detailed analysis and feedback on systems design that impacts equipment removal.
- Mentors peers and develops weekly training for the development of skill and ability.

#### November 2013 – October 2016, E-learning Content Developer and Learning Management System Administrator, Bath Iron Works

- Technical subject matter expert for the implementation of Cornerstone OnDemand Learning and Performance Modules; developing the system configuration and supporting database architecture while leading the conversion of old and current qualification processes for use in the CSOD environment, estimating a savings of 5000 hours a year.
- Manages Learning and Performance in Cornerstone OnDemand for 5000+ users.
- Leverages creative vision to introduce new solutions within the LMS to improve the effectiveness of user interaction, saving an estimated 3000 hours annually.
- Provides company computer asset training and personal time accounting management training; effectively reducing time card errors for new employees.
- Develops outstanding student competency with Microsoft products through extensive Microsoft Office 2010 classroom instruction.
- Fosters courteous, trusted professional relationships with all employees from the shop floor to the executive level through consultation and collaboration.

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**2011-2013, Front Line Supervisor, Bath Iron Works**

- Researched and developed training material for shop floor employees and worked to institute an on the job training rotation for workers new to the department to increase safety and reduce rework.
- Ensured adherence to training outcomes and full utilization of employee skill sets through extensive coaching, feedback, and continuous improvement with prioritization on safety.
- Maintained 275 consecutive days at a team level with no recordable injuries; dropping the department injury average to under 2% for 2013.
- Participated in and encouraged employee involvement in BIW's Employee Suggestion Program by helping employees understand the value of their input to the organization.
- Resolved barriers and conflicts that impeded the completion of scheduled work.
- Worked to identify, develop, and implement cost reduction initiatives through LEAN planning and facilitation.

**Education**

- 2011, Associate of Science - Design, BIW and Maine Maritime Academy Apprenticeship Program
- In Progress, ETC 2023, Bachelor of Science – Project Management, Southern New Hampshire University
  - 4.0 Cum GPA
  - Sigma Alpha Pi, National Society of Leadership and Success

**Skills**

- Project Management
- Lean 6 Sigma Green Belt
- Able to work independently and proactively
- Strategic and operational planning
- Excellent attention to detail
- Highly organized
- Prioritizes collaborative environments and strong partnerships
- Excellent written and verbal communication skills
- Microsoft Office Trainer
- Data analysis
- Process improvement