

DAN GRAHAM

6 Fairview Ave, Wallingford, CT 06492
Cell: 860 810 9001
danegraham76@yahoo.com

SUMMARY

Dedicated Operations Manager and effective leader who excels at using proven methods and cutting-edge technology to successfully cut costs, streamline operations and increase productivity.

SKILLS

- Quality Control
- Product Inspections
- Design Techniques
- Operation Monitoring
- Equipment Maintenance
- Quality management
- Strong attention to detail
- Financial reporting
- Website Production
- Document Preparation
- Issue Resolution
- Dial/Digital/Vernier Calipers
- Effective Multitasking
- Administrative management
- Account management
- Accounting and finance
- Advertising
- Trade shows

EXPERIENCE

Sikorsky

Stratford, CT

Facilities Maintenance Asc Mgr

02/2018 to Present

I provide leadership through identification and implementation of process improvement initiatives in areas that support the Production floor key performance measurements, vision, and strategy.

Manage the training schedules of the hourly associates. Manage metrics detailing hourly work force labor hour activities. Support the execution and achievement of all applicable Lockheed Martin, RMS and RMS Sikorsky business objectives. Manage collaboration efforts with FVL, 53K and legacy program, manufacturing, and engineering leadership. Make critical decisions, set priorities, and provide direction in a dynamic business environment. Experience developing and maintaining positive working relationships with customers. Demonstrated Full Spectrum Leadership skills. Strong communication skills.

Understanding and knowledge of Coordinate Measuring Machine (CMM) and Portable CMM operation and programming. Supervise more than one functional area of manufacturing. Sets priorities as required in support of meeting production schedules. Responsible for Quality, Cost, and Scheduled performance. Supervision of Union Represented employees. Interface with Union Stewards on personnel issues. Oversee, monitor, and document employee training, and compliance. Adhere to company business practices/ethics policies. Effectively interfacing with a variety of internal and external customers. Perform basic administrative tasks such as attendance verification and time charging. Responsible for team's productivity while adhering to safety standards. Responsible for transition of work requirements between shifts. Manage direct and indirect budget. Effectively resolve daily problems and develop action plans. Drive Continuous Improvement throughout areas.

TDM USA

Meriden, CT

Operations Manager

02/2004 to 02/2018

Managed the day-to-day tactical and long-term strategic activities within the business. Reviewed and approved billing invoices and prepared monthly expense reports. Recruited and hired new staff, reviewed federal and state laws to confirm and enforce company compliance. Created organizational flow charts and career path reports to evaluate employee compensation information. Ran the bi-weekly payroll process. Supported and Resolved customer requirements or needs. Wrote repair estimates and sales contracts. Maintained friendly and

professional customer interactions. Trained in negotiations and time management. Managed the complete redesign and launch of the company's website. Designed and created marketing collateral for sales meetings, trade shows and company executives. Managed the in-house advertising program consisting of print and media collateral pieces. Led sales calls with team members to establish sales and customer goals. Determined repair price schedules and discount rates. Generated monthly and annual sales reports. Assisted in implementation of operations, maintenance, and capital programs. Completed all repairs and maintenance work to company standards. Exceeded customer product expectations by maintaining equipment to produce quality products. Planned work and determined appropriate tools and equipment. Processed work orders and prioritized jobs. Utilized facility tracking system to keep accurate records of completed repairs. Used measuring instruments to inspect parts.

FISCHER PRECISION SPINDLES

Newington, CT

Service Tech

01/2000 to 02/2004

Accurately read blueprints and repair manuals to identify mechanical problems and fix them. Cleaned, wrapped, and labeled outgoing orders. Completed all repairs and maintenance work to company standards. Exceeded customer product expectations by maintaining equipment to produce quality products. Planned work and determined appropriate tools and equipment. Responsible for promoting safe and clean working environment. Unloaded incoming inventory and placed products onto shelves. Used measuring instruments to inspect parts. Maintained record accuracy by using work order reporting system. Managed work with little supervision. Picked, packed, received, and restocked products with forklift, lift truck and stock picker.

ABS PUMPS

Meriden, CT

Mechanical Assembly Technician

05/1995 to 01/2000

Interpreted prints, drawings, and sketches. Set up and performed hand and automatic assembly operations on components, sub-assemblies, and assemblies. Assembled components with hand and power tools. Assessed work for errors or compliance issues and made corrections and modifications when necessary. Cleaned and finished sub-assemblies or assemblies using hand or power tools. Set up and operated greasing equipment to grease components, sub-assemblies, or assemblies. Performed and submitted first piece for inspection. Certified and skilled forklift operator. Connected motor leads and connectors to required power sources. Trimmed and balanced rotating components such as pump impellers and shaft assemblies.

EDUCATION AND TRAINING

HIGH SCHOOL DIPLOMA: DRAFTING
Wilcox RVTS, Meriden, CT

Class of 1994

College:

Majoring in Business Admin, Minor in Organizational Leadership
Southern New Hampshire University

Class of 2025

ACTIVITIES AND HONORS

Society of Manufacturing Engineers SME ... Senior Member

Schenck Trebel Balancing Certification Program

Association for Manufacturing Technologies ... Member