

CHARLES GUFFEY

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PROFESSIONAL SUMMARY

Accomplished management professional with over 8 years of career progression in operations, project management, and sales. Proven effective leader skilled in development and oversight of high-performing, multi-disciplined and quality-oriented teams. Adept problem solver, employing creativity and innovation to overcome challenging and complex issues across employees, processes and costs. Focused and meticulous in all financial and regulatory compliance objectives to strategically plan and execute budgets, forecasts, cost-reduction techniques and safety initiatives. Outstanding communicator who is well-versed in employee, vendor and partner relations.

SKILLS

- MS Office Suite
- Google Workspace
- Proprietary Internal Google Programs
- SAP
- Infor Syteline
- Cost Reduction Strategies
- Budgeting and forecasting
- Vendor sourcing
- Human resources management
- Project management

EXPERIENCE

Operations/Plant Manager, 11/21 to Present
EFP Corp – Reno, NV

- Responsible for starting up a new production/warehousing facility.
- Provide demand forecasting, equipment rationalization, supply chain management and finished goods inventory management to optimize plant operational performance.
- Encouraged and supported a safety and housekeeping program to include daily safety communications, 5s, EHS, continuous improvement and lean.
- Led the successful day-to-day operations of the facility by removing production constraints and allocating resources to attain all established goals.
- Worked closely with new customers to understand their needs, resulting in increased revenue.
- Led a customer service team that constantly out performed company metrics.

Data Center Supervisor, 5/20 to 10/21
DB Schenker – Reno, NV

- Head of the Spares, Kitting, and RMA departments.
- Implemented process improvements in all departments that provided better value to the client.
- Was Train the Trainer on existing and new programs including SAP rollout.
- Implemented and maintained 5s across all departments as well as audited other departments on a regular basis.

Operations Manager, 2/14 to 1/20
RheoMinerals – Fernley, NV

- Day 1 development of all areas of a startup company.
- Worked with leadership team to develop and execute marketing plans and related budgets.
- Supported sales and account management by providing the tools for successful sales growth.
- Reduced average contract expenses through aggressive negotiations with vendors.

- Partnered with vendors and suppliers to effectively manage inventory.
- Managed and allocated staff and material resources to meet production goals.
- Led warehouse improvement initiatives to advance operational efficiencies and increase revenue.
- Restocked inventory to sustain par levels and produced quarterly inventory audits and calculated, updated and presented reports.

Military Personnel Clerk, 7/02 to 7/06

USMC – Jacksonville, NC

- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Trained and implemented new morning report for headquarters and all squadrons