

Jeremy R. Darrington

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Profile

Solid background in Maintenance Planning, scheduling and analysis with a strong emphasis in the MP2.NET application; Local Trainer for Operations Excellence (OPEX); Local Machine Paced Operations (MPO) process owner; Materials, Repairs & Operations (MPO) Inventory management; database design and the Systems Development Life Cycle using MS Access; consistently exceed management goals and expectations; experienced in handling difficult project planning tasks and in presenting results of myriad multiple plans and tasks; skilled in developing and implementing standardized policies and procedures utilizing OPEX Process Model

Education

Bachelor of Science – Business Administration (Suma cum Laude)

Emphasis: Human Resource Management

GPA: 3.96/4.0

Colorado Technical University, February 2007

Colorado Springs, Co

Bachelor of Science – Business Administration (Suma cum Laude)

Emphasis: Information Technology

GPA: 3.98/4.0

Colorado Technical University, September 2006

Colorado Springs, Co

Career History

Georgia-Pacific – Gypsum Division

Sigurd, UT

July 2007 - Present

Gypsum Wallboard Mill

Maintenance Planner / Scheduler

- Build all related Job Plans, Job Hazard Analyses, Standard Maintenance Procedures, and assist the Asset Reliability Manager in identifying additional needs to build, modify or remove job plans based on work feedback from crafts
- Operate and organize all work in conjunction with the Operations Maintenance Gatekeeper (OMG) and Production demands, to establish an acceptable priority level that will accommodate precise and efficient workflow and acceptable completion
- Provide and generate metrics to support management in making business decisions based on work required submitted by operational needs
- Establish and publish the daily and weekly work schedules in order to provide maintenance crafts with adequate information and preparation to prepare for daily and weekly work schedules
- Lead Divisional team of Planners in conversations to direct Best-Practices and other information sharing and standardization principles as best suited to divisional needs
- Manage, number, and own equipment through the asset lifecycle to accurately document, analyze, and track equipment function, failure rates, and best-practices
- Create, maintain and support OPEX Enablers (tools) to provide accurate, correct and uniform data collection for OPEX efficiency and momentum

Other Responsibilities

- Serve as backup for the Maintenance Manager, in directing and leading craft personnel in work assignments, critical decisions, and operations support, while managing personnel issues as they arise

- Operate with the Optimizer / AAL (Asset Availability Leader), as a Co-Optimizer, to provide business data to management and recommend operational directions to move forward on critical business decisions
- Administrate LAN/WAN needs for the plant
- Research, bid-out, and collect data to acquire capital funds for equipment, process and plant upgrades to assist the business in providing a safe, quality assured, and productive operation
- Own, develop, and serve as webmaster for local and corporate-sponsored Plant Intranet sites to facilitate business communications, enabler access, and a consolidated location to find and distribute safety information according to MBM Guiding Principles

Training & Certification through G-P

- Operations Excellence – Machine Paced Operations Trainer
- Machine Paced Operations (MPO) Local Owner
- Operations Excellence – Asset Availability (AA)
- Operations Excellence – Optimizing
- Mine Safety & Health Administration (MSHA) Certified

Infowest Inc – The Internet People Internet Service Provider ***Cedar City UT*** ***May 2007 – Jul 2007***

Technical Support Technician (part time)

Smead Manufacturing Co., Office Filing Folders ***Cedar City, UT*** ***Feb. 1997 - Jul. 2007***

Maintenance Planner/Scheduler (2001-2007)

- Operate and organize all Work in the MAXIMO CMMS in Work Orders, Inventory Management, Preventive Maintenance – Lockout/Tag out Safety Plans, and equipment management
- Reduce MRO Inventory from \$500K to \$200K through Min/Max and Just-in-Time Ordering, and consolidation of parts and vendors
- Oversee 5 Machinists and 15 Mechanics by planning and scheduling work for all
- Maintain accurate planning focuses and project timelines
- Coordinate and respond to complex managerial requests, resulting in increased productivity and maintenance efficiency

Help Desk Technician (1999-2007)

- Work with all systems in use at Smead Mfg. Co, and all MS Systems, from - Windows 95 to Windows XP and all office suites from Office 95 – 2003, Project, Visio, MAXIMO
- Setup and maintain all hardware and software systems and report difficult problems to corporate IS Service Center
- Request network changes, addition of users, change of securities, installation of printers and hardware, local telephony technician

Access Database Administrator/Architect (1999-2007)

- Develop business applications using MS Access® and Excel by building, supporting, and maintaining all database systems, macros, and backups
- Support all database functions and change databases as requested
- Administer all database user additions, database changes, coding and Access coding certification and directory backups to protect data integrity

Matrixx Marketing (Convergys) Telephone Marketing & Sales ***Cedar City, UT*** ***Sept. 1996 – Nov. 1996***

Telephone Service Representative

- Handled Business accounts by informing business owners and presidents of rewards programs offered for a change in credit status

- Offered new services and rewards through the use of a revolving credit line through American Express Corporation
- Assisted current customers to realign their business purchases through a revolving credit line

Kmart Corporation # 9715
Retail Sales Outlet

Cedar City, UT

Oct. 1992 – Jan. 1994

Customer Service Associate

- Unloaded Trucks and checked in all freight in ASP system
- Oversaw the pre-storage of Ad Merchandise for sales
- Maintained the hardware storage area clean, neat and organized
- Helped customers with questions, complaints and carry-outs

Other Skills

- **Software Knowledge**
 - MP2.NET, PQS, Asset Availability Database,
 - Microsoft Office 97 – 2007, MS Project, MS Visio Studio
 - Microsoft Windows 95 – XP Professional
 - MRO MAXIMO 4.1, 4.11, 5.2
 - Work Orders
 - Planning
 - Job Plans
 - Safety Plans
 - PEOPLESOFT 8.4 (7.0 [Three Tier] – 8.4 [Web Client])
 - Supply Chain Management (SCM)
 - Red Pepper (Planning Client)
- **Basic & Complex Computer Troubleshooting and Repair**
- **Help Desk Technician**
- **Database Engineer**
- **Database Architect**
- **Systems Development Life Cycle**
- **Project Management & Project Planning**

Programming Skills

- Advanced – Visual Basic for Applications (Macros, Access Databases)
- Intermediate – Visual Basic
- Intermediate – HTML programming and design
- Novice – Java Scripting
- Novice – CSS Construction

Professional Certificates

- Accounting and Finance
- Business Fundamentals
- Business in the Global Environment
- Human Resource Development
- Management Essentials
- Organizational Systems Improvement
- Project Planning

References upon request.