

Project Manager with diverse background

Steven Lee Yant

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Highly motivated, Diverse Experienced Project Manager. History of excellent customer satisfaction, relationship management. Versatile skill set, results oriented, Knowledge in Strategic Planning, Budgeting, Analytical Skills, Project Management, Communication. Social media Communication & Marketing. Skilled in the development of both current and desired state business processes, including process redesign for effectiveness/efficiency enhancement and optimization. Highly effective Team leader, Team Builder and Team organizer. I am a get it done guy!

Project/Quality/ Marketing Manager/Builder Contractor/Owner

Steven Lee Yant Enterprises LLC.

February 2015 — Current

- Project / Program Manager
- Quality Assurance Manager
- Marketing Manager
- Self-Starter & Strong Leader
- Aggressive at Completing task
- Thinks out of the box to Complete Task
- Conducts research and analyze the project at hand
- Plan Scope Management
- Collects Requirements
- Define & Control Scope
- Create Work Breakdown Structure
- Develop Project Management Plan
- Direct and Manage Project Work
- Monitor and Control Project Work
- Perform Integrated Change Control
- Determines if there are any laws or regulations governing the project
- Develop a list of things to do and get the plan down in writing
- Start making it happen in a logical, productive, and effective manner
- Maintain consistent communication with Projects Heads
- Develop budget, if not given, and maintain budget throughout the project
- Design & Development
- Social media Marketing & Communications expert
- Drywall Repair and Finisher
- Painter / Handyman
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(See my Websites, Albums to see my recent projects)

www.steveyant.com

(See my Facebook, Albums to see more recent projects)

<https://www.facebook.com/pg/Steve-Yant-Painter-1087095154683709/photos/?tab=albums>

Director of Project Management

Heartwood Hall & Cedar Hall

10/2013 – 2/2015

- Wedding and Special Events Facilities
- Project Manager
- Events Host
- Bar Manager & Bartender
- Facility Security Manager
- Quality Manager of
 - Customer Relationships
 - Vender & Services Manager
- Grounds Keeper
- Builder, Painter, Drywall, Landscaping
- Wedding Officiant

To see project at Heartwood Hall, Rossville TN

https://www.google.com/search?q=heartwood+hall+rossville&source=lnms&tbn=isch&sa=X&ved=0ahUKewiZ0tf0g5rkAhUDJKwKHYSd7oQ_AUIEgC&biw=1272&bih=733

To see project at Cedar Hall, Bartlett TN

https://www.google.com/search?biw=1272&bih=733&tbn=isch&sa=1&ei=MmdgXaWSMcHSsAXy-mIBw&q=cedar+hall+bartlett+tn&oq=cedar+hall+bartlett&gs_l=img.....0i8i30.MF3GV32ZiiI

Quality Assurance Manager

Exel Supply Chain Services

10/2012 – 10/2013

Exel is a division of DHL, they do Logistics Management and distribution of Zimmer International's Medical Device and Supply Products.

- Responsible for Quality management System (QMS)
- Management of Quality audits both Internal and External
- Maintains Departmental Records
- Quality documentation creation and implementation – QMS, Work Instructions, SOP
- Supported vender relationships
- Management of CAPA program
- Management of Validations including PQ, IQ & OQ
- Developed Project Schedules
- Organizational liaison Maintains Departmental Records
- Responsible for Pest Control
- Regulatory Affairs. ISO13485 & CFR 21
- Project Manager over the following projects:
 - Directed & set up of decontamination area for surgical device loaner kits.
 - Purchased all supply's for decontamination area
 - Trained all employees (Example; Biohazards and Blood borne pathogens, etc.)

Quality /Project Manager (QM/PM)

Finishing Innovations, LLC.

8/2011 – 10/2012

- Responsible for Revision of QMS
- Manager of satellite Surgical Instrument Loaner Device Cleaning Area located within Medtronic World Distribution Center.
- Leadership & Development Trainer & Coach
- Implemented Lean manufacturing principles & 5S principles
- Lead/Hosted for FDA and ISO audits
- Conducted all validations
- Project Manager - Projects:
 - Set up Medtronic's, LD-50 Cleaning Validation protocols
 - Obtained certification in 'FQ20 Telesis Laser Programming & Operations' trained employees.
 - Wrote work instructions for decontamination area.
 - Helped move decontamination from FI back to Medtronic.

Project / Quality Manager - Owner

Finishing Innovations, LLC.

05/2006 – 02/2007

Three other partners and I started a new Company in 2006, Finishing Innovations, LLC. Located in Mason TN. Since moved to Atoka, TN. The business does Metal Finishing and Chrome Coating of Surgical Instruments produced for Medtronic, Smith & Nephew, Wright Medical and several other Medical Device Manufacturing Companies.

Working as the Quality Manager I developed our Quality Management System (QMS) Developed work Instructions and lead the team to obtaining our ISO13485 standards. Certification Required to produce Medical Devices. working as Project Manager I lead the way in setting up the facility for production and trained new employees. I was the supply manager, handled Sales, Laser Etching and even did allot of metal Finishing.

Demand Planner/Sales

1/2005 – 1/2009

Sandvik Medical Solutions

- Performed cold calling to grow the business
- Created and managed production and shop planning
- Managed the schedule for incoming and outgoing product
- Planned employee events, meetings, and training
- Managed budget

Master Scheduler

1/2003 – 1/ 2005

Medtronic

- Created and managed production and shop planning
- Managed the schedule for incoming and outgoing product
- Planned employee events, meetings, and training
- Managed budget

Production Manager

1/2000 – 1/2003

Premier Tool Inc.

- In charge of all productivity on the production line
- Coordinated schedules
- Created production plans
- Managed budget to increase productivity
- Created plans to increase business
- Signed and verified quality paperwork
- Performed HR administrative duties including hiring and firing
- Maintenance Manager

MILITARY EXPERIENCE

Air Traffic Control – Technical Instructor

1986-1991

Keesler AFB. United States Air Force

- 600+ hours in Technical Instruction Courses

Air Traffic Controller

Jun 1982 - Mar 1986

Little Rock AFB. United States Air Force

-Held dual rating at Tower & Radar

Honorably Discharged (Active duty - 7 Nov 1990) (National Guard – 20 Oct 1992)

Disabled Veteran (30% Disability due to knee Injury. Injury does not affect my work abilities)

EDUCATION

Master Business Administration in Project Management

2011-Dec 2013

Strayer University - GPA 3.7

Bachelors Business Administration in Marketing

2007–2010

Strayer University/Embry Riddle Aeronautical University

-Member of Alpha Sigma Lambda National Honor Society, GPA 3.4

Certified ASQ Quality Manager (ASQ)

11-2011