

Richard Lee Colbert

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Education

- 1991- Walker Technical Institute, GA
1992 AAS courses in Microelectronics Technology and AC/DC Circuits with a curriculum focused on personal computers and networking. Using those skills in both hobby and professional roles, I have designed and constructed various computer information systems and database logging programs.
- 1987- La Fayette High School, GA
1991 Graduated in 1991 obtaining a high school diploma with College Preparatory Seal

Work Experience

- 2015- Roper Corporation (La Fayette, GA), Standard Work certified. Current position as Autopsy Engineer working to diagnose and RMA electronics to originating supplier as needed. As a previous Material Flow Scheduler (and part time Planner), I was responsible for assisting the Master Scheduler and Materials Director with information related to assembly processes and parts availability. I've also held positions as a Team Leader on 3rd Shift and Quality Auditor for Freestanding Production in addition to other roles in Materials and Assembly. Always looking to expand my knowledge base in data management and procurement and I have developed many strategies, including SharePoint deployments, for others to access information targeted to process improvement. I know my skills are a great asset to the teams I've worked with to design and implement new and improved processes because I strive every day to keep a work area better than I found it the day before.
Now
- 2011- Amazon.com (Chattanooga, TN), Outbound Associate/ICQA Research Analyst/Process Assistant, Team Leader
2015 Loading outbound packages for customer orders and startup team for transshipment orders to other Amazon facilities. Promoted to ICQA Research Analyst where I helped develop, using SQL and Microsoft Excel knowledge, systems to assist internal customers in accessing inventory and production data. Promoted to Process Assistant (Team Leader) for Outbound Transship Operations supervising crews of 50 to 75 team members to assemble inventory orders for transfer to other Amazon facilities and help in reconciling errors (shortages/overages/damages).
- 2010- Kenco Logistics (Signal Mountain, TN), Warehouse Associate
2011 Working at Komatsu (Signal Mountain) through Kenco where I was primarily responsible for stock put-away and order processing for assembly operations. Made several warehouse stock location reassignments to better serve Komatsu schedules and implemented process improvements in quality control and inventory recording systems.
- 2010- ProLogistix (Chattanooga, TN), Forklift Operator
Assigned to Kenco/General Mills in Chattanooga, TN where my primary responsibility was stock put-away using a clamp forklift and occasionally a push/pull or slip-sheet forklift. Work schedule was 12-hour weekend shift (Saturday & Sunday) with nights on third shift during the week (Tuesdays & Thursdays) and on call as needed.

- 2005-2008

Comcast Corporation (Chattanooga, TN), MIS Analyst/Dispatcher/Field Technician

MIS Analyst - I was responsible for generation and storage of reports for the financial, technical, engineering, and operations departments using Data Warehouse and ad-hoc reporting. I was responsible for user access profiles to the billing system and for maintaining employee complimentary services accounts. I was responsible for updating and maintaining the PPV (Pay-Per-View) system including account charging runs. It was a salary exempt position. Dispatcher - I was the primary point of contact for the company’s contracted installers (DA Technology in Chattanooga, TN) assisting in work order corrections, address locations, equipment provisioning, etc. I designed, programmed (Visual Basic), and implemented a software program for post installation and service call customer satisfaction surveying which saved thousands of dollars annually in paper costs. Field Technician - I was responsible for installing multiple product lines (video and internet services) for Comcast customers and for trouble shooting service problems and outages.
- 2002-2005

Peyton's Southeastern (Cleveland, TN), Warehouse (Logistics) Specialist

I was responsible for loading and unloading delivery trucks of consumer goods for Kroger Distribution including cross-dock and remote warehouse storage and order picking using multiple types of powered lift-trucks and inventory equipment including sitting and standing reach, “cherry picker”, swing reach, motorized pallet runners, etc.
- 2000-2002

Fiber Optic Solutions (Gainesville, GA), Engineering Manager

I was responsible for production of flooring design and network engineering layouts for the installation of fiber optic delivery networks including desktop publishing of reference documentation for installers and project completion documentation to contract fulfillment.
- 1992-2000

Roper Corporation (La Fayette, GA), Assembly/Materials/Finishing/Fabrication/etc.

I was responsible for many facets of the assembly/materials (receiving & shipping) / fabrication / etc. I spent time as a Parts Puller (Team Leader) in assembly and worked through many process improvements in the fabrication of oven cavities for appliance assemblies in the Enamel (Finishing) Department.

Skills

Software	<i>Adobe</i>	<i>Microsoft</i>	<i>Other</i>
	Acrobat	SharePoint	
	Photoshop	PowerPoint	Varied other hardware devices and third-party software for desktop publishing and networking technologies. Also a hobbyist with microelectronics (Raspberry PI, Arduino and other SBC computers) building a variety of interfaces for both personal and commercial use.
	Flash MX	Excel *(Ninja)*	
	Oracle	Word	
	Linux	Outlook	
		Access	
		Visual Basic	

References available upon request.