

# KEVIN D. HEUER

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Extremely motivated professional with over 15 years of management experience with continued achievement in productivity, safety, quality, personnel management, and team building. Along with my detailed oriented nature, my aggressive nature has given me the ability to motivate my staff and create loyalty among them. Currently hold a “Moderate IT” clearance through “E-QIP”.

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## SUMMARY OF QUALIFICATIONS

- Responsible for safety and security of an operation, and **directly identified and stopped a loss of over \$2,000,000** through the use of **updating neglected procedures and policies**.
- Created tremendous feeling of **teamwork** between employees and management.
- Rearranged operational layout creating a **more efficient** flow of processing.
- Hired and trained new personnel on proper policy and procedures.
- **Developed operational procedures** for newly opened Distribution Center in the Maryland area.
- Presented **Individual Event Report (IER)** from the Bureau of Census for **outstanding accomplishment** from both Census 2000 and Census 2010.
- **Exceeded productivity goals** set forth by the Bureau of Census in an extremely high volume, fast paced environment, both as far as **within deadline** as well as **under budget**.

## PARTICULAR EXPERTISE

- Monthly Estimates/Financial Statements
- Production Planning/Implementation
- Inventory Control/Warehousing
- Security and Safety
- Logistics
- Budgeting and Cost Allocations
- Customer Service
- Forecasting/Purchasing
- Shipping/Receiving
- Process Engineering

## PROFESSIONAL EXPERIENCE

### Functional Manager

Computer Sciences Corporation

April 2009 – October 2010

(Subcontractor with Lockheed Martin for the Bureau of Census)

Census 2010 Project – Baltimore Paper Data Capture Center

- Responsible for **managing staff** consisting of 4 team leaders and 35 clerks/analysts.
- Areas of responsibility: Receiving, Preparation, Cart Movement, WCI, Warehouse Resolution, WCO, and Forms Destruction.
- Received **IER** for receipt of approximately **70 million census forms**, which were processed in accordance with the directive given by the Bureau of Census.

## **PROFESSIONAL EXPERIENCE** continued (Kevin Heuer 410-529-1038)

### **Co-Owner**

The Signman

January 2007 – December 2009

- Responsible for the overall operations and financial reporting of the company. These areas include, but are not limited to: monthly **P&L reports and financial statements**; various productivity **efficiency reports**; Administrative matters such as daily and weekly A/R and A/P; **Payroll**; Human Resource issues; the overall **security** of the facility and its liability within; **Quality Control**; the **safety** of the workforce; and selection of company insurance.
- Also responsible for the **overall customer service** that our customers required and the quality of our products that they expected.

### **Branch Manager – Coin Processing Center**

Brinks' Incorporated

April 2002 – January 2007

- Responsible for overseeing coin **verification** and wrapping services for banking institutes.
- Responsible for **managing** as well as balancing banking institutions' coin inventories.
- Directly responsible for areas such as **Financial Statements & Monthly Estimates, Budgeting and Cost Allocations, Production & Distribution, as well as Security & Safety.**
- Oversee other areas such as A/P & A/R, Human Resources, **Payroll, & Customer Service.**

### **Distribution Center Manager**

Fabricators Supply Company

November 2000 – February 2002

- Responsible for the **inventory flow** of Formica laminate and associated products being **received in and shipped out** of the Savage, Maryland Distribution Center.
- **Customer base** consisted primarily of commercial cabinet builders.
- **Organized all paper flow and business operations** that were linked to the New Jersey headquarters.

### **Functional Manager**

Computer Sciences Corporation

May 1999 – November 2000

(Subcontractor with TRW for the Bureau of Census)

Census 2000 Project – Baltimore Data Capture Center

- Responsible for **managing staff** consisting of 3 team leaders and 48 employees.
- Areas of responsibility: Receiving, Preparation, Cart Movement, and Forms Destruction.
- This project received approximately **40 million census forms**, which were processed in accordance with the directive given by the Bureau of Census.

## **EDUCATION**

Towson University

Towson, Maryland

1979 – 1983

Bachelor of Science, Business Administration