

Beverly Hampton

Roseville, CA

(916) 799-5385

Beverly_A_Hampton@yahoo.com

Objective

Obtain a part time job in the retail service industry to allow flexibility to pursue my personal and volunteer objectives.

Professional Experience

Independent Contractor

2014-2016

Tax Preparer – AARP Tax Aide Volunteer

Professional Assistant – Construction and Real Estate clients

Private Home Care provider – Private senior clients

Officer and Board Member – California Gymkhana Association, Districts 3, 4, and 49

Server & Bartender – Private catering events

Agilent Technologies/ Hewlett Packard Company, Roseville, CA

Assurance of Supply Program Manager

2010-2013

Material acquisition and inventory management of a \$36M service and support military contract for out of support products.

- Achieved 99.8% AOS for material availability thru current contract and projected extension
- Performed supply availability reviews annually for out of support material.
- Inventory planner for all unique support parts to CASS contract
- Provided quarterly management updated and annual executive reviews.
- Led project teams as needed to resolve material availability issues.
- Internal supplier account manager for US based suppliers of all support parts.

Transfer manager

2009-2010

Responsible for preventing any customer impacts from material availability when supplier manufacturing was moved from a high cost region to a lower cost region.

- Analyzed inventory requirements to prevent customer impact for supply base transfers.
- Coordinated with WW project team on timing and requirements for support materials.
- Significantly reduced material costs as result of transfers.

Senior Program Project Manager – Order Management

2005-2009

Provided operational support to regional teams located in India, Germany and US.

- Process expert led departmental projects and participated in enterprise wide projects
- Responsible for maintenance of and development for any new departmental policy.

- Trained and documented on new process or programs effecting organization
- Led WW meetings to share best practices and address regional gaps.

Worldwide Request Management Integrating Manager

2001-2005

Led a staff responsible for parts order management, parts identification for WW trade customers and trade parts sales call center.

- Planned and managed department budget and objectives.
- Measured and assured parts on time service levels commitments were met
- Accountable for \$95M annual inventory dollars of service inventory work in process(WIP)
- Controlled WIP inventory to a base of \$3.1M worldwide
- Directed the development and deployment of solutions and reports to manage work and measure performance of organization.
- Managed an annual spend of \$1.8M in 3rd party support for system and administrative solutions.
- Accountable for the development and support of reverse logistics processes and controls.
- Provided project sponsorship, leadership and direction as required to meet objectives.

US Sales Administration Manager

1999-2001

Accountable for direct trade parts sales.

- Customer services and call center management from quote to collections
- Account management of 3rd party organization.
- Exchange board program administration for trade customers.
- Managed project for development of department and transition of work from Hewlett Packard part business to support Agilent business customers.
- Business lead and project support for company split.
- Business sponsor for organization transfer from Roseville to Englewood Business Center.

Other Experience

- Co-owner Briggs Builders General Contractor
- Treasurer & Board Member Circle D Horsemen's Association
- Treasurer Parent Teacher Organization
- Business Process Analyst, Hewlett Packard
- Server – Country Kitchen Restaurant

Education & Professional Development

- Project Management
- Quality Tools (Control chart, histogram, pareto chart, root cause analysis)
- Lean/Six Sigma white belt
- Leadership Action Series – Employee Development, Excellence in Customer Satisfaction, Giving and Receiving Feedback, Management by objectives, Total Rewards
- Sierra Community College Coursework, General Ed
- California Real Estate Sales License