

Jean M. Zuehlke  
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I would like to continue in the procurement field, enter into a position of supervisor and/or management including multi-tasking in different areas, and continued education in management and safety. I also have experience in Inventory Control / and in shipping functions such as shipping reception, loading & unloading trailers, creating manifests, etc.

Ideally, I would like to combine these skills into a position that would fulfill all these areas, as I feel I could be a value added asset to a company in this compacity.

## EXPERIENCE:

2007 – 2009 EMTEQ, INC. New Berlin, WI

*Plating Purchaser / Coordinator*

- Ordered plating services for Emteq Customers.
- Maintained Quality Control for all plated parts outgoing and incoming.
- Acquired materials and services for the Research & Development Group.
- Created reports and Data for internal customers to check progress on orders.
- Ordered all the shipping supplies and was in the process of contracting 1 supplier long term to have and maintain cost savings.
- Saved EMTEQ \$10,000.00 in product for shipping by consolidating the inventory, and working with the current supplier on materials costs.
- Maintained orders as a shared resource for 2 business units to purchase plating services, and work with all the plating vendors on a daily basis.
- Created and maintained an Inventory Stock Program at the vendor's location to better serve the customer. This cut the lead time and brought shipping costs down.
- Member of the Wellness Committee for EMTEQ. I started and maintained a Wellness Library for employee use. I started a Walking program that the employees could do on their breaks, and started a Weight Watchers Group @ work.
- Served on the Golf Outing Committee to benefit the CAP Fund, and volunteered on EMTEQ's Behalf to partner with WKLH to benefit Children's Hospital with their fund raising.

1997 – 2007 Quad/Graphics, Inc. Pewaukee, WI  
*facilities admin / Contract Administrator / Purchaser*

- Facilitate contracts for outside vendors to provide services on site
- Purchase electrical, building maintenance & press commodities.
- Purchase office supplies, housekeeping, and grounds & building maintenance services.
- Conduct safety / storeroom facilities training
- Create special orders, maintain accounting holds for all purchase orders created for the Pewaukee location.
- Coordinator for Safety-Kleen manifests for Pewaukee plant and also for world class maintenance roll out program and lean manufacturing processes.
  
- Partnered with contract managers to formulate and maintain contracts for all facilities, maintain pricing, goods and services to maintain \$10m savings set as a yearly goal. Create standard operating procedures for all facilities that pertain to purchasing, and maintain repairs for all facilities including contracts and rebate programs.

1993 - 1994 Gloria Jean's Southgate Milwaukee, WI.  
*Clerk*

- Customer service / product knowledge
- Window and store displays of products
- Closing of days business receipts

1986 – 1988 Marc Plaza Hotel Milwaukee, WI  
*Audit Supervisor*

- Responsible for closing all revenue for days business, all business areas
- Balancing revenue, creating reports for controller
- Customer service, front desk, switchboard, supervised all 3<sup>rd</sup> shift personnel.

## EDUCATION

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1979 - 1982 Bay View High School Milwaukee, WI  
Graduated HS Diploma 1982 3 years metal shop / welding  
2001-2002 Waukesha County Technical College Pewaukee, WI

Finished 1 year of 2 year course for Supervisory Management@ WCTC  
Satellite classes for continued education for C.P.M. certification, credits to apply for

certification. Also, classes taken through 2 previous employers pertaining to employment attached.

#### INTERESTS

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Volunteer for the plant emergency operations as a chief for the Pewaukee plant. I enjoy working out, and spending time with my family. My daughter and I also volunteer for the Waukesha humane society. I am involved with the safety committee here, which includes chemical spill response, and hazardous waste handling.

Currently a member if NAPM – Milwaukee and I am actively studying for the C.P.M. modules

#### CERTIFICATION

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I am forklift certified, and have received training in chemical spills and how to preserve an accident scene on the job. I have continued my education internally @ Quad/Graphics as it has pertained to my position here, including satellite accredited classes for purchasing.