

Robert R. Seyda III

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Inventory Manager IT Administrator Production Specialist Department Manager

Innovative and progressive manager that excels under pressure. Responsible, reliable and effective leader with an eye for quality and a strong understanding of the importance of deadlines, inventory control, and budgets. Able to streamline processes to increase productivity and quality control.

Education:

New England Technical Institute

West Palm Beach, FL

Associates Degree: Architectural / Structural Drafting and Design

Qualifications:

- 10+ years IT Administration
 - 10+ years of Engineering management
 - Project Management
 - Inventory Management
 - Shop work order system management
 - AutoCAD, MEP, Revit, Photoshop
 - MS Office Suite, Adobe CC
 - Strong communication skills
 - Effective troubleshooting abilities
 - Efficient conflict resolution skills
 - Exceptional customer service
 - Training facilitator
 - Technical writing experience
 - Database design experience
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Experience:

Beechy's Inc.

Millersburg, OH

Parts Manager – Service Writer - Database Designer

7/16/18 to 3/14/19

- Ordered, received and stocked parts, entered invoices, generated and closed purchase orders.
- Greeted customers via walk-in or by phone call. Obtained personal information for billing purposes. Noted issues with customer's vehicles and generated work orders. Obtained VIN, and other vehicle information to be entered into the system. Received and processed payments (cash, check or credit).
- Primary software is Napa Tracs, but it lacked in some areas, so I designed a custom database using Access to provide tools and reporting for those areas. Areas include individual task lists and a platform for mechanics to fill out work orders by being able to type in them directly, timesheets with start and stop buttons, additional customer and vehicle information, employee information, work order status, parts ordering and tracking directly from the mechanics. The result is a 90% paperless Auto Service Center which is almost unheard of for the size of the business.
- Created a custom inventory system including the use of a barcode scanner to both scan parts in from the Vendors, and to scan them out and assign them to work orders. The system I designed became the default ordering method as it was more accurate than the inventory system built into Napa Tracs.
- Redesigned company website (using Adobe CC) and Facebook page. Provided weekly posts on Facebook on numerous topics to generate a larger customer following. Went from an average of 36 views a week to over 400 in just 3 months, resulting in an increase in sales and new customers.

Digital Dish**Millersburg, OH*****Inventory Manager – Database Designer***

2016 to 2018

- Ordered, received and stocked parts, entered invoices, generated and closed purchase orders multiple times a day
- Tracked parts that were scanned and assigned them to work orders
- Designed, implemented, supported and maintained a very large and complex dual work order system with inventory database using MS Access
- Designed numerous Excel spreadsheets to enhance productivity for multiple departments
- Daily communication with vendors on special orders, alternatives and discount pricing
- Managed 300-point fleet work order system including creation, parts installation tracking, work performed verification, spelling/grammar correction, close out, daily “Job Board” updates based on shop status, asset management and maintenance scheduling
- Generated quarterly and yearly spending reports to the accounting department
- Created a scheduling manager in Access that automatically generates appointments and saves them to the calendar in Outlook, and generates a corresponding “Incoming” report

TriTek Fire & Security**Columbia, SC*****Engineering Manager – IT Administrator***

2009 to 2015

- Reduced errors and decreased time by incorporating Bluebeam Revu Software which drastically changed the quality and performance of device takeoffs
- Completely reorganized the CAD department by creating all new templates, symbols, title blocks, AutoCAD menus and lisp routines resulting in a more effective standard set of shop drawings
- Reinvented the design process resulting in a more precise and efficient set of drawings which reduced errors during installation
- Instituted a new level of quality and innovation in the design of fire alarm systems (full 3D drawings)
- Successfully managed the Engineering department and staff by assigning tasks, providing training, documentation, quality control and employee reviews
- Accurately designed low voltage systems (fire alarm, security, access control, nurse call, and communications) according to the engineering drawings and specifications
- Created an innovative organization of documentation using Asana which greatly improved communication with internal and external customers
- Facilitated staff training
- Effectively administered and managed all PC's and servers, completing daily back up, software licensing and installation

Pierce Engineers**Madison, WI*****CAD Manager – Structural Technician***

2005 to 2008

- Generated construction documents using AutoCAD and Revit Structure
- Managed, monitored, trained and audited four CAD Technicians
- Provided local IT support for PC's and server maintenance
- Created customization of AutoCAD LT and documentation to improve productivity and quality assurance

Self-Employment**Madison, WI*****Custom Home Designer***

2001 to 2006

- Met with customers to assist them with the design of their new home
- Generated construction plans using Softplan software

Durrant**Madison, WI****Local IT Administrator – CAD Manager**

1997 to 2005

- Created a 64-page step by step manual for structural standards
- Redesigned the Electrical and Structural department AutoCAD customization
- Served in the following capacities: Electrical/Fire Alarm/Data Technician, IS/Access Control/Security Technician, Structural Technician, and Systems Administrator
- Generated construction documents using AutoCad, ADT and MEP and 3D Viz/Max
- Provided effective technical support to 35 employees
- Served as the Systems Administrator for all electrical equipment including computers, printers and the network
- Represented all MEPS engineering (over 200 employees in 13 offices) on CAD committee standards and quality control
- Performed quality control checks on all drawings from all MEPS disciplines
- Managed the Structural CAD department

Darby & Mitchell, United Millwork, Hillcraft**Florida, NC, Wisconsin****Custom Millwork / Cabinet Designer**

1993 to 1997

- Created detailed shop drawings of custom cabinets and millwork. Provided design of custom cabinetry for residential and hotel/resorts (entertainment centers, concierge desk, etc...).
- Took field dimensions and quantity takeoffs for material order. Occasionally installed cabinets and assisted others in the shop.
- Created an Excel spreadsheet to aid in the speed of doing a takeoff from an Architectural drawing to generate a list of cabinet sizes including doors and hardware.

Better Built Cabinets**St. Mary's, GA****Custom Cabinet Installer**

1993

- Built custom countertops including back/side splashes and bull nose. Cut preformed countertops.
- Installed full kitchen/bath/laundry/garage/storage cabinets (upper, lower, islands, pantries, countertops). Precut holes for sinks and plumbing.
- Supervised installation crew. Provided final touch up's including cabinet door and drawer alignments.

Canterbury Apartments**Houston, TX****Apartment Maintenance Technician**

1992 to 1993

- Cleaned out apartments after vacancy.
- Performed "make ready's" prior to new tenant move in including making sure all appliances were in working order (refrigerator, stove/oven, dishwasher). Made sure all electrical appliances, switches, fans were in working order. Made sure all plumbing fixtures (sinks, baths, showers) were working and not leaking.
- Supervised others to make sure unit was completed on time and to pass property manager's inspection.
- Provided all landscaping duties and outdoor cleanliness.
- Lived on site and was on call 24/7.

Oakbrook Square
Maintenance Technician

West Palm Beach, FL
1990 to 1992

- Provided all maintenance for an upscale outdoor courtyard mall including:
 - Painting (floors, walls, custom store signs)
 - Minor electrical repair (lights, fans, outlets, switches)
 - Minor plumbing and irrigation both inside of courtyard and in parking lot.
 - Landscaping (cutting grass, planting and caring for numerous plants indigenous and some rare tropical)
 - Light carpentry, roof repair (flat), demolition and some renovations for new units.
 - Janitorial duties.

Lion Country Safari
Landscaper

West Palm Beach, FL
1990

- Provided all landscaping duties for large open preserve animal park.

Self Employed
Drywaller

West Palm Beach, FL
1989 to 1990

- Provided all drywall finishing including taping, mudding, sanding, painting and some hanging.