

shawn robarge

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Objective

Management position where I can effectively utilize my expertise in human relations, project management, and staff recruitment and retention.

Work Experience

Associates Degree in Business Administration. Ten years experience in the postal industry, facilities management, printing and/or reprographics operations. Three years management experience. Strong working knowledge of Postal and OSHA regulations, mailing, printing, copier equipment, shipping, and warehousing. Strong organizational skills. Strong interpersonal and communication skills. Proficient using automated mail processes. Proficient in Microsoft office products. I have experience in operating high speed inserters, folders, mailing machines, letter openers, high speed duplicators, printing press, convenience copiers/ printers.

Medical Mutual of Ohio

05/14/2007 - Present

Contact Person: John Merbler / 419-473-7273

Position: Supervisor

Responsibilities: Manages the planning, development, administration and coordination of Western Region Distribution Resource Services (DRS) department. DRS includes Letter-shop Mailing Operations, Corporate Mainframe and PC-based Address List Management Services and Receiving Dock Operations. Manages the daily postal production operation of the Western Region Letter-Shop/Mailroom, Address List Management headquarters receiving operations, including job tracing, production statistics and work flow. Ensures maintenance of equipment is completed as needed, stays current on new trends, postal regulations and new technology, makes recommendations for improvement as warranted. Trains, coaches and develops team to advance their skills and results Staff of 8 direct reports Administrative work flow, reports,

budgets, customer service, vendor management, etc. Direct supervision of a department, involving responsibility for results in terms of budget management, cost containment, methods, personnel and policy development. Budget: Total \$1 million operations budget.

Accomplishments: Created and implemented an internal tracking system using Excel. Established Standards of Performance monitoring for all returned mail. Streamlined the flow for the mail area.

Fifteen or more years experience in the facilities management, printing and/or reprographics operations, 45" cutter, 40" MBO folder, Mueller Martini Stitcher trimmer and other various pieces of finishing equipment. Six years supervisory experience. Strong working knowledge of Postal and OSHA regulations, mailing, printing, copier equipment, shipping, and warehousing. Strong organizational skills. Strong interpersonal and communication skills. Basic PC proficiency using automated mail processes. Basic proficiency in Microsoft office products. Equipment: two high speed inserters, folders, mailing machines, letter openers, high-speed duplicators, printing press, convenience copiers. Work in an area where noise may be generated by mechanical equipment for some of the work shift. Exposure to required chemicals as part of the manufacturing (mailing) process under controlled, safe conditions.

Xerox Corporation

04/15/1997 - 05/11/2007

Contact Person: Laura Cawood

Position: Production Supervisor

Responsibilities: Supervise the planning, development, administration and coordination of the Electronic print, and Bindery department. These areas include Letter-shop, Digital printing and Finishing equipment Mailing. Supervised the daily production operations of the Electronic and Bindery areas. In addition, job tracing, production statistics and work flow. Ensured maintenance of equipment is completed as needed, stays current on new trends, technology, makes recommendations for improvement as warranted. Trains, coaches and develops team to advance their skills and results Staff of 15 direct reports. Administrative work flow, reports, budgets, customer service, vendor management, etc. Direct supervision of a department, involving responsibility for results in terms of cost containment, methods, personnel and policy development.

Education

Owens Community College

01/03/2000 - 06/14/2002

Education Establishment: Owens Community College

Education Degree: Associates

Cleveland State University

Supervisory Leadership Certificate**07/10/2008 - 08/07/2008****Education Establishment:** Cleveland State University**Details:** Roles and Responsibility of Supervisors Becoming a More Effective Communicator
Creating a climate for outstanding performance Making decisions and solving problems
Supervising successfully in a team setting

Skills

Ten years experience in the postal industry, facilities management, printing and/or reprographics operations. Three years management experience. Strong working knowledge of Postal and OSHA regulations, mailing, printing, copier equipment, shipping, and warehousing. Strong organizational skills. Strong interpersonal and communication skills.

Computer skills: Proficient using automated mail equipment. Proficient in Microsoft office products. Proficient in operating high speed inserters, folders, mailing machines, letter openers, high speed duplicators, printing press, and convenience copiers.

Additional Information

Conferences or courses: National Postal Forum - (2008)

Study abroad: Leadership Class - Cleveland State University (2008)

Interests

I enjoy going camping, and fishing with my son. I also enjoy doing volunteer work for the community. I attend the Northwest Ohio Outstanding Senior Volunteer Awards luncheon annually.