

# Matthew John Valloney

Operations Professional

## Contact

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### WWW

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Dedicated Operations Professional well-versed in technology, process improvement, and performance optimization. Knack for planning, problem solving, and in-practice engineering. Enthusiastic and eager to improve operational performance through team success, hard work, attention to detail and organizational skills.

## Experience

### 2016-01 - **Production Control Coordinator**

Current

*Herff Jones, Inc., Warwick, RI*

- Coordinates workflow, communication and materials inside and between departments, creating and analyzing records and reports on production for internal company use.
- Creates production schedules to forecast inventory for future supply and demand fluctuations and prevents material shortages and production downtime.
- Reviews production objectives, deadlines and work orders to determine priorities.
- Creates timetables and production commitments using data from sales forecasts. Presents production schedules to management team outlining milestones and deadlines.
- Communicates production and quality requirements to local and international partners.
- Creative and effective use of technology to promote productivity and transparency between internal departments and vendors local and international.
- Completes logs and reports detailing production data such as volume, materials used and quality assurance results, helping management make accurate operational decisions.
- Reviews in-house stock to determine materials availability for production jobs.
- Plans and executes jewelry inventory program consisting of 200 unique items and 300,000 units.

### 2015-01 - **Department Lead**

2016-01

*Herff Jones, Inc., Warwick, RI*

- Coordinated activities of production and operating workers, such as inspectors, precision workers, machine operators, assemblers, CSR staff, and plant and system operators.
- Prioritized duties to ensure maximum departmental efficiency.
- Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.

### 2010-10 - **Production Expeditor**

2015-01

*Herff Jones, Inc., Providence, RI*

- Optimized production of jewelry using barcode matrix, examining department workload and due week of work orders, examining production in depth to ensure efficiency.
- Moved materials by hand to and from departments, keeping track of movement via RF wand and production matrix.

# Skills

- Advanced spreadsheets for business solutions
- Lean Principles
- Accurate multi-tasking in fast paced environments
- Level-headed under Pressure
- Time / Resource / Materials Management
- Inventory Analytics and Optimization
- Quality analysis, KPI, Operational metrics reporting
- Project Management
- Schedule Coordination
- Recordkeeping
- Contract Review and Recommendations
- ERP systems use and functionality

- Worked with customer service to address time sensitive orders, and orders that need special attention, including VIP and sensitive customers.
- Proactively addressed orders in future production weeks that require copious labor, ensuring those orders move flawlessly resulting in on-time delivery.
- Addressed internal supply problems head-on and developed creative solutions to prevent delays and missed targets.
- Performed key role in achieving 99.9% on time delivery.

## 2009-10 - Warehouse Receiving Clerk

2010-10 *Herff Jones, Inc., Providence, RI*

- Accepted packages from UPS/FedEx, Freight deliveries, precious metal delivery.
- Received materials into factory inventory using Microsoft Access and internal inventory systems.
- Pulled materials from requisition forms to go to factory areas or office, logging each transaction of up to 100 per day.
- Received and cataloged all mail, delivered it to appropriate destination.
- Established warehouse organization scheme and product placements.

# Education

## Bachelor of Science: Business Administration

*Johnson And Wales University - Providence, RI*

*Cum Laude Honors*

*Certified Diploma*



# Accomplishments

- Eleven years of experience in three ascending, high-visibility positions with a wide business scope in the field of manufacturing operations.
- Spear-headed multiple complex and high value projects for prestigious organizations such as West Point USMA, Philanthropic Educational Organization, and many Fraternities, Sororities, and Honor Societies.
- Held key role in achieving 99.9% on time delivery, setting the pace for other business segments.