

River Huff

(515) 555-0184 river.huff@example.com

linkedin.com/example/riverhuff Des Moines, IA 50309



SUMMARY

Operations Specialist with more than five years supporting manufacturing and ingredients operations through daily coordination, production scheduling, inventory control, reporting, and **service execution**. Builds clear connections among production, procurement, quality, maintenance, warehouse, and customer service teams so priorities remain visible and records stay accurate. Uses Microsoft Excel, Power BI, ERP workflows, **root-cause analysis**, Five Whys, standard work, and Lean Six Sigma methods to investigate issues and improve operating routines. Created reporting views, standardized handoffs, clarified process ownership, and strengthened audit-ready documentation across food and beverage environments. Work centers on safe, reliable execution, practical communication, and timely decisions. Ready to contribute this experience at **Crestfield Ingredients** while supporting dependable operations, continuous improvement, and strong service for **internal stakeholders** and customers.

EXPERIENCE

Operations Specialist

March 2024 - Present

Crestfield Ingredients

Des Moines, Iowa

Supports daily manufacturing operations across production, procurement, quality, customer service, and warehouse workflows. Owns operating reports, schedule visibility, controlled records, exception review, and improvement follow-through for three production areas.

- Coordinated **production priorities** and **material availability** across procurement, quality, and customer service teams.
- Built Excel and Power BI views for output, **inventory exceptions**, work orders, and service issues.
- Standardized shift handoffs across three production areas, giving supervisors clearer updates and faster escalation.
- Investigated schedule discrepancies through Five Whys, transaction review, and floor validation before corrective action.
- Monitored **ingredient availability**, receiving variances, and aged inventory with procurement and warehouse partners.
- Maintained operating procedures, training references, **audit-ready records**, and **accurate ERP transactions** for safe execution.

Operations Coordinator

June 2022 - February 2024

Prairie Grain Solutions

Omaha, Nebraska

Managed order, shipment, production-status, inventory, and customer-response workflows for a regional ingredients operation. Prepared operating reviews, clarified process ownership, supported standard work, and helped coordinators deliver consistent service across eight states.

- Managed order, shipment, and **production-status workflows** serving **food and beverage customers** across eight states.
- Reconciled ERP inventory against warehouse counts and receiving documents, documenting variances for disposition.
- Prepared daily summaries covering service commitments, production delays, quality holds, and **pending maintenance work**.
- Coordinated responses to short shipments and specification questions, giving **customer service** traceable next steps.
- Mapped material-release and work-order processes with frontline employees, removing duplicate approvals from **standard work**.
- Created onboarding job aids covering **purchase-order review**, shipment tracking, reporting cadence, and exception escalation.

Operations Analyst

August 2021 - May 2022

Heartland Process Foods

Lincoln, Nebraska

Analyzed production, inventory, fulfillment, and schedule-adherence information for supervisors in a food manufacturing setting. Supported daily decisions through exception reporting, workflow documentation, action tracking, and practical process-improvement recommendations.

- Analyzed production and **fulfillment records** in Excel, giving supervisors prioritized lists of recurring delays.
- Created templates for shift metrics, **downtime notes**, and **order follow-up**, supporting consistent daily decisions.
- Reviewed ERP transactions and paperwork for quantity, status-code, and timing mismatches before weekly close.
- Supported process-improvement workshops by documenting current workflows and testing changes in controlled production settings.
- Coordinated information requests among **quality**, warehouse, maintenance, and customer service contacts with clear **action logs**.
- Presented schedule-adherence findings to operations leadership, prompting adoption of a simpler **delay-coding reference**.

PROJECTS

Integrated Operations Review 📅 2025

Created a repeatable weekly operating review combining production output, inventory exceptions, open work orders, service issues, and stakeholder actions in Excel and Power BI.

Material Availability Workflow 📅 2023

Mapped receiving, material-release, and production planning steps across warehouse and procurement teams, clarifying ownership and improving visibility for schedule decisions.

LEADERSHIP & AWARDS

- Operations Improvement Recognition, Prairie Grain Solutions, 2023
- Dean's List, University of Nebraska–Lincoln, 2020
- Supply Chain Case Competition Finalist, 2021

EDUCATION

Bachelor's Degree in Supply Chain Management
University of Nebraska–Lincoln GPA: 0
Coursework: Operations management, supply chain analytics, inventory planning, process improvement

2021
Lincoln, Nebraska

CERTIFICATIONS

- Microsoft Power BI Data Analyst Associate 📅 2025
- Lean Six Sigma Yellow Belt 📅 2024
- Microsoft Excel Expert 📅 2023

TECHNICAL SKILLS

- **Spreadsheet Analysis:** Microsoft Excel, PivotTables, Power Query
- **Business Intelligence:** Power BI, dashboards, data modeling
- **ERP Workflows:** ERP transactions, work orders, inventory modules
- **Manufacturing Operations:** Production scheduling, shift handoffs, material planning
- **Inventory Management:** Cycle counts, receiving variances, aged inventory
- **Process Improvement:** Lean Six Sigma, standard work, process mapping
- **Root-Cause Methods:** Five Whys, transaction review, floor validation
- **Operational Reporting:** KPI reporting, weekly reviews, exception lists
- **Documentation Systems:** Operating procedures, training references, audit records
- **Service Coordination:** Order tracking, shipment status, customer updates

SKILLS

- | | | | |
|---------------------------|-----------------------|-------------------|---------------------------------|
| • Operations Coordination | • ERP Systems | • Five Whys | • KPI Reporting |
| • Manufacturing Support | • Microsoft Excel | • Lean Six Sigma | • Vendor Communication |
| • Production Scheduling | • Power BI | • Standard Work | • Cross-Functional Coordination |
| • Inventory Control | • Root-Cause Analysis | • Process Mapping | |

PROFESSIONAL AFFILIATIONS

- Volunteer Coordinator, Nebraska Supply Chain Club, 2020–2021
- Student Mentor, College of Business Peer Advising Program, 2020–2021

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST