

# Todd Belcher

Clackamas, OR 97015

[txscubadiver@hotmail.com](mailto:txscubadiver@hotmail.com)

+1 817 881 5897

IT Service Management

Performance Optimization | Corrective & Preventative Maintenance | Operational Leadership | System Configuration

Diligent and ambitious professional with over 15 years of demonstrated success cultivating highly productive teams across manufacturing, sales, and information technology sectors. Refined business acumen with unparalleled knowledge of organizational management and continuous improvement strategies.

- Expert leader in lean manufacturing processes focused on value stream analysis, waste elimination, and achievement of one-piece-flow in labor, overproduction, defects, and unnecessary physical movement.
- Articulate communicator leveraging the ability to build consensus with key project stakeholders, management, and staff members to initiate positive change and improvement strategies that streamline operational efficiency.
- Skilled at systematically identifying potential risks and developing cost-effective solutions to business challenges without stifling production or progress.
- Technical Proficiencies: SAP, CMMS, Microsoft Office (Word, Excel, PowerPoint, Outlook), SQL, Boeing Systems (REDARS, CATIA, Enovia, Delmia, Velocity, EID, PSDS, Callsheet, OWI, NCEPD, SEE/SOI, 5S, Lean 101, Warehouse Management Systems  
...Continued...

## Work Experience

---

### **Purchasing Administrator**

ALVEST EQUIPMENT SERVICES - Portland, OR

December 2023 to Present

Buyer for Ground Service Equipment spare parts exclusively for Alaska Airlines at Portland International Airport. Utilizing the EBIS and EAM MRO software. Additionally, control and manage all spare parts storage in the storeroom area. Working daily with Microsoft Excel and Outlook to maintain, update, communicate, and manage the spare parts for repair, replacement, and purchasing for Alaska Airlines ground service equipment.

### **Purchasing Coordinator**

GROVTEC US INC - Wood Village, OR

July 2023 to November 2023

- Converted work order requests to purchase orders for outside processing vendors for industrial finishes for metal and plastic parts and assemblies.
- Utilized Global Support Systems ERP for the creation, transmission, and processing of purchase orders for outside processing of parts and components.

## **Maintenance Lead Parts Specialist**

AJINOMOTO FOODS - Portland, OR

July 2019 to June 2023

- Implements and maintains a seamless flow of parts and supplies utilizing Oracle JDE 9.2 CMMS
- Creates and delivering monthly inventory value, cycle counts, and employee counseling reports
- Maintains inventory and supply room operations and assures that proper inventories are maintained
- Works closely with MRO Buyer and Scheduler/Planner to provide just-in-time parts and service for production
- Team Leader of three parts specialist clerks in the daily execution of maintenance parts kit and stocking
- Designed and planned the building of a 50,000 sq. ft. production maintenance parts storeroom, to include a

Stanley Vidmar Vertical Lift Module Coca-cola refreshments - Wilsonville, OR

August 2015 to June 2019

Coordinated preventative, corrective, and parts maintenance to optimize sustainability and efficiency of high-value production line equipment vital to operational success.

Maintenance & parts planner

- Developed and administered all comprehensive work schedules utilizing SAP Computerized Maintenance Management System (CMMS) to seamlessly synchronize and coordinate available resources for production equipment breakdowns.
- Recognized for performance excellence and the ability to deliver preventative maintenance plans that have significantly increased Maintenance Team productivity and workflow to over 90%.
- Aligned major repairs with production downtime to ensure effective maintenance without stifling operational progress.
- Scheduled annual inspections for more than 50 pieces of equipment including blenders, fillers, cappers, labelers, tray packers, palletizers, stretch wrap machines, conveyors, and associated control systems.
- Spearheaded operational uptime after developing and implementing a Parts Tracking Program designed to expedite parts obtainment with total oversight from order processing through delivery.

The Boeing company - Everett, WA

June 2011 to August 2015

Directed daily operations and performance management of 787 Boeing Mechanics to support production targets.

## **Interim Manager / 787 Team Lead / Manufacturing Technician Assembler**

US Army

- Designed an integrated master phasing plan for a delivery process using a centralized staging area that optimized production efforts while reducing storage area traffic, parts mislay, risks and increased productivity by 50%.
- Selected to participate in exploratory projects dedicated to implementing innovative solutions for seat cover protection.
- Served as interim Manager and Department Representative during leadership absence; led teams as Subject Matter Expert (SME) for resolution of all operational discrepancies.
- Supervised and led more than 6 mechanics including professional development training, defining requirements and objectives, task delegation, performance evaluations, and quality review of completed jobs to drive workforce excellence.

- Delivered technical guidance on improvements to processes and tools; collaborated with Tooling, Fabrication, Industrial, and Manufacturing Engineering

Teams to drive consistency in change management, quality assurance, and client delivery.

- Conducted interviews with qualified candidates during the initial selection process of potential new staff.
- Developed, executed, and maintained program plans that consistently achieved departmental objectives.

Additional experience as Special Forces Medical Sergeant for The US Army, Fort Bragg - Fayetteville, NC

Professional Development & Training

.

- Lean Process - MMO Practices & Procedures
- Hazard Analysis and Critical Control Point (HACCP)
- Food Safety Modernization Act (FSMA) Compliance
- Chemical Safety Training
- Affirmative Action Compliance
- Safety Leadership Training
- Threat Management
- Team Leader Familiarization
- QTPP Quality Management System Overview
- Quality You are the Difference Decision Makin

## Education

---

### **Master of Science in Computer Information Systems**

Tarleton State University - Stephenville, TX

2018

### **Bachelor of Arts in Organizational Management**

Ashford University - San Diego, CA

2008

University of Washington - Everett, WA

## Skills

---

- Team Leadership & Training | Change Management | Corrective Action | Strategic Planning & Analysis  
Lean Manufacturing | Waste Management | Quality Assurance | Testing/Troubleshooting  
Budgeting & Cost Control | Project Management | Workflow Optimization | Manufacturing & Production
- ERP Systems
- JD Edwards
- Six Sigma
- 5S
- Lean
- Purchasing

## Certifications and Licenses

---

### **Lean Six Sigma Green Belt**

October 2014 to Present