

DAVID G. WHEATON

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To whom it may concern:

My name is David Wheaton and I am a creative, Staff Level, Human Resources and Business Professional who uses collaborative, multi-disciplined and innovative thinking to build strong and highly productive organizations. I have first-hand experience in leading multiple groups inside of a manufacturing organization while coaching the Site VP and his staff to be the best leaders that they can be. I want to be part of an organization that works hard, grows their business and are leaders in their community.

As an accomplished leader with successful management experience, I am certain that I would make an immediate impact in any organization. My background makes me an excellent candidate for senior level management positions that require cross-functional skills in organizational development, production, planning, employee management, process improvement and administration. My current coursework in Project Management will also result in PMP certification. Some examples of my experience are:

- Communicated fluidly and capably, led and facilitated diverse groups of employees in technical, non-technical and motivational activities.
- Identification of business needs then translating them into practical solutions.
- Extensive hands-on employee relations experience including entry level through senior management issues.
- Conceptualized, developed and implemented electronic "just-in-time" training interventions that saved time, labor cost and administration effort in a time constrained environment.
- Experience working with HRIS Systems and Microsoft Office products to produce and present comprehensive presentations to all levels of management.

I am looking for an opportunity where I can help an organization grow and mature to be a force in its market. I am ready, willing and able to lead, develop and build multiple functions inside of your operation as it grows. Tenacious leadership that understands and holds its employees accountable to improve every aspect of their work is my specialty. I am currently working on my PMP and SPHR certifications that I expect to complete in the near future.

Attached is my resume. I would like to discuss how I could help your organization grow and flourish. I would enjoy working with your organization to solve your people, process and organizational issues for you!

Sincerely,

David G. Wheaton

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◆ Human Resources Professional and Business Leader ◆

Creative, adaptive and facilitative leader with 20+ years experience building organizations to achieve operational excellence. Extensive hands-on knowledge of Human Resources and Operations Management with a track record of success in employee relations, organizational design, cost reduction, employee retention, training, risk assessment, implementation and workforce motivation.

Innovative and analytical thinker able to consistently bring proactive solutions to difficult or high-pressure situations. Strong commitment to cross-functional, collaborative approaches that effectively bridge the gap between organizational leaders, technical staff, managers, and front-line workers. Effective at working across organizational boundaries by identifying trends, using well honed listening skills and developing solutions collaboratively.

KEY COMPETENCIES

Operations/Administration	Cost Reduction/Avoidance	Change Management
Organizational Design	HRIS Systems (PeopleSoft)	Resource Planning/Management
Strategic Planning	Process Streamlining	Budget/Expense Control
Succession Planning	Employee Relations Law	Staffing/Team-Building/Training
MS Office	Conflict Resolution	Continuous Process Improvement

PROFESSIONAL EXPERIENCE

FAIRCHILD/NATIONALSEMICONDUCTOR, South Portland, ME 1984 – 2009
\$1.6B multi-market supplier of semiconductor products

Human Resources

Managed Human Resources and Training Departments with 3 direct reports. Oversaw site Health, Safety and Security Departments with an additional 21 employees. Responsible for a total budget of \$3.1M per year.

- Improved Employee Morale Survey results for three consecutive years by paying close attention to employee personal well-being, occasional celebrations and interactive feedback with targeted efforts resulting in a 5-10% improvement each year.
- Reinvigorated the college recruiting program by implementing a hire-to-attrition program that resulted in Hiring up to 9 interns per semester and 3 college graduates each year for technical roles.
- Reduced Health and Safety cost by \$600k without significant reduction in services provided.
- Streamlined the hiring process for front-line workers that reduced the amount of time from application to hire from 12 weeks to 2 weeks by implementing "On-the-Spot" interviewing process.
- Designer and Project Manager for several downsizing processes that resulted in a more cost competitive organization without a single incident of workplace violence or litigation.
- Conceptualized and implemented "Just-In-Time" learning interventions via an e-learning platform to efficiently train all levels of employees on compliance and process information.
- Integrated the Site Training, Health and Safety departments under one manager to reduce redundancy and efficiently maintain federal, state and local regulatory compliance.
- Developed a strong partnership between Security, Safety, Health, and Human Resources departments in order to respond to threats of violence, crisis management, employee safety and involvement with the local authorities.

FAIRCHILD SEMICONDUCTOR – Continued

Manufacturing Operations

Provided leadership and oversight for up to 100 machine operators within a high speed, clean room production environment. Directly accountability for productivity, staffing, training, cycle time reduction, yield improvement, and cost control.

- Initiated and facilitated a team effort that reduced OSHA Recordable Injuries by 50% by analyzing work layout and redesigning the work area for maximum safety and efficiency.
- Implemented the first fully cross-trained workforce in Military/Aerospace Assembly that increased productivity and decreased the number of front-line workers necessary from 100 to 60.
- Trained front line employees to monitor hourly output and adjust workflow to meet factory output requirements.
- Owned HR, Training and Manufacturing responsibility for ISO9001, ISO14001, OHSAS18001 and TS16949 qualification by external auditors
- Championed a grass roots cost savings effort across all shifts that resulted in \$150k annual savings by leveraging small, incremental improvements suggested by the workforce and driving the projects to completion.
- Implemented an Active Learner Management System that was cited by outside auditors as best in class during multiple audits.
- Communicated fluidly and capably, led and facilitated diverse groups of employees in technical, non-technical and motivational activities.
- Built capacity modeling systems based on product mix, demand, equipment capabilities and factory layout using MS Office Products.

COMMUNITY SERVICE

Board of Directors, Center for Grieving Children, Portland, Maine

SPECIALIZED TRAINING

Dale Carnegie ... Decisive Leadership ... Human Dynamics

TQM...Built In Quality...Total Productive Maintenance...Leading Change

Project Management ... Peer Support Model Counseling ... Lean Management

EDUCATION

B.S., Business Administration, University of New England, Biddeford, ME

A.S., Electronic Technology, Eastern Maine Technical College, Bangor, ME

CAREER PROGRESSION

❖	Human Resources and Training Manager, Manufacturing	2004 – 2009
❖	Human Resources Business Partner	1999 – 2004
❖	Senior Supervisor, Semiconductor Manufacturing	1991 – 1999
❖	Supervisor, Military-Aerospace Assembly and Test	1988 – 1991
❖	Equipment Engineering Technician	1984 – 1988