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OBJECTIVE

Secure a responsible career opportunity to fully utilize my training, skills, and background while making a significant contribution to the success of the company.

SUMMARY OF KEY EXPERIENCE

Over 25 years of supervisory, management and leadership experience, resulting in progressive growth and responsibilities in collision repair, human resources, supervision, and IT.

PROFESSIONAL EXPERIENCE

Gerber Collision and Glass – The Colony, TX Jul. 2019 – Oct 2020

Chris' Autobody – Kingman, AZ Jan. 2018 – June 2019

Shop Manager/Estimator: Prepare accurate estimates using CCC, review final bills and supplements, negotiate price with insurance, review completed vehicles to insure quality and customer satisfaction. Manage facility insurance, hire staff, deliver disciplinary actions, create and verify weekly payroll. Develop procedures, work instructions and policies for organizational development.

Maintainer Corp. of Iowa - Sheldon, IA Jul. 2007 – Jan 2018

IT Specialist: Maintain multiple ERP systems, databases and electronic systems in a lean environment as an ERP Analyst. Develop data mining and report distribution systems and processes to support a continuous improvement culture. Train end-users on ERP System and Microsoft products (Word, Excel, Outlook, and Access), refine systems for Sales, Engineering, Finance and Mfg.

Maintainer Corp. of Iowa - Sheldon, IA Mar. 1996 – July 2007

HUMAN RESOURCE MANAGER: Responsible for: Building organizational capability & facilitating change management in a team-based environment and direct the hiring, staffing, wage, and training functions for 150+ employees in multiple locations. Develop and implement companywide safety & OSHA compliance programs. Assemble and advise safety committee and monitor plant safety activities. Develop and maintain an HRIS system. Coordinate unemployment and worker compensation claims. Develop and maintain employee handbook, benefits and applicable policies. Facilitate building of a lean culture, mentor manufacturing supervision and supervise team members. Counsel employees, conduct orientations, perform interviews and exit interviews.

Steelcase Inc. - Tustin, CA Sept. 1984 to Sept. 1996

SUPERVISOR: Plan, organize, direct and staff the activities of staff members. Run Kaizen teams, foster and support safety in a continuous improvement culture.

CUSTOMER SERVICE REP: Coordinate and perform field campaign repairs.

TEAM FACILITATOR: Team and problem solving training for 1100 employees

OPERATOR: Build office furniture (chairs, desks and cabinets)

EDUCATION & OUTSIDE ACTIVITIES

- Briarcliff University ICN campus at NCC, pursuit of Business Management Degree
- Univ. of Phoenix Online: pursuit of Bachelor of Science in Bus/Mgmt
- Grossmont College: San Diego, CA; Undergraduate studies
- DDI Facilitator Instructor Certification: Tustin CA; Leadership & Team Training Skills
- BPI Project Management Certification: San Diego, CA: Project Management Skills
- Youth Leader – New Hope Church & Trinity RCA Church, Orange City, IA