

Robert Catron

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Professional Experience

Information Technology Coordinator / Director and Physical Plant Assistant Director Kentucky High School Athletic Association Lexington, KY

7/1/2010 - Present (Full time)
11/2007 - 6/30/2010 (Part time)

Network Supervision and maintenance (both locally at office and at remote events); offers IT consulting and training support to all staff members; maintains Audio/Visual systems; maintains both office and cellular phone systems; hardware/software acquisition, setup and maintenance; maintains email server and related upgrade implementations; serves as liaison with HVAC vendor; responsible for electronic publication of KHSAA Online Rules Clinics.

Small Business Owner/Operator Frankfort, KY

10/2002-6/30/2010 (eBay)
07/1996-6/30/2010 (Computer Service)

eBay Sales

Achieved and maintained 100% positive Customer Satisfaction to an international base of over 11,500 satisfied customers; procured goods to sell (both my own and for others); marketed, sold and shipped items to customers across the globe on a daily basis.

Home Based Computer Service

Offered the home and small business owner affordable computer PC service solutions (via 25 years of computing experience); desktop/laptop acquisition, installation, and setup; troubleshooting and repair of hardware/software including malware removal; networking setup and troubleshooting.

YH America, Inc Versailles, KY 1990-2005(Total)

Planning Coordinator 2002-2005

Supervision of both Customer Service and Production Scheduling departments; led a team of three employees in both departments; performed merit reviews/salary recommendations for each; created and upheld departmental budget; assisted outside salesmen with internal coordination of projects; *salary position, management*

- Maintained Departmental Computers and Systems
- Coordinated, created, and maintained company's annual and mid-year revised \$40 Million+ sales/marketing plan from which every department created individual departmental business plans from.

- Key member on Enterprise Resource Planning (ERP) Software search *and* implantation committee; evaluated key software packages from Oracle, JD Edwards, and Syteline; served on Syteline implementation committee for \$1.5 million+ ERP software package
- Monitored and maintained all customer related performance criteria; issued and managed corrective action procedures when necessary.
- Created and maintained all Microsoft Project Timelines for product launches and most major internal projects; facilitated monthly management open project review meetings with executive management; kept both customers and YH internal teams up-to-date on project progress and communicated project status using a variety of tools (including internet portals).

Scheduling Coordinator, YH America

2000-2002

100% managed scheduling department with little direct supervision; researched, procured and implemented Finite Capacity Scheduling Software package plant wide on all three shifts which automated manual hand written scheduling process; installed and maintained departmental computer systems; salaried Supervisor of a two employee team; *salary position, management*

Production Supervisor, YH America

1994-2000

Led struggling Air Conditioning assembly line from <60% on time deliveries to 100% in first full year of supervision; managed two assembly lines of 8 operators and one team leader when promoted in Fall, 1994; supervised up to 30 operators and two team leaders on four assembly lines by Fall, 1995; *salary position, management.*

Quality Control Inspector, YH America

1992-1994

Excelled in the use of numerous quality devices including Optical Comparators, calipers, micrometers, Coordinate Measuring Machine; assigned the first facilitator in Small Group 5-S Activity team; led team thru several improvement projects (including the streamlining of Quality Hold Area); *hourly position, non-management.*

Production worker, YH America

1990-1992

Demonstrated 100% attendance for the 4 years of hourly labor; ran numerous manufacturing machines including benders, crimpers, proof testing equipment (both Hydraulic and Air Under Water); *hourly position, non-management.*

EDUCATION

University of Kentucky

Lexington, KY

1987-1990

- Computer Science with Business Specialty

Fleming County High School

Flemingsburg, KY

1984-1987

- Magna Cum Laude High School Graduate of Fleming County High School 1984-1987

Other Training / Qualifications

- Right Management Consultants Leadership Training Program 2002-2003 along with numerous other Management and personnel related seminars from 1994-2005.