

# STEVEN LEE YANT

## EDUCATION

### **Strayer University**

- Master Business Administration (MBA) specialty in Project Management

### **Embry Riddle Aeronautical University / Strayer University**

- Bachelors Business Administration (BA) specialty in Marketing
- Member of Alpha Sigma Lambda National Honor Society

### **Certifications:**

- Certified ASQ Quality Manager (QCM) (ASQ) 11/2011 – Present

### **Skills:**

1. Residential & Commercial Painting
2. Invention Design, Development, Production Process Development & Patent consulting
3. CNC Machining Shop with full development and production capabilities
4. Production Process Development & Improvement Consulting
5. ASQ Certified - Quality Management – Production or Regulatory Development & Consulting
6. Project Management (PM)

## EXPERIENCE

### **Owner/Project Manager**

*Steven Lee Yant Enterprises*

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2/2015 – Present

- Conduct research and analyze the project at hand
- Determine if there are any laws or regulations governing the project
- Develop a list of things to do and get the plan down in writing
- Start making it happen in a logical, productive, and effective manner
- Maintain consistent communication with Projects Heads
- Develop budget, if not given, and maintain budget throughout the project

### **PROJECTS**

- **Medtronic** – Developed Decontamination Process for Surgical Instruments loaned to Doctors to Install Implants. I studied the laws involved, developed the cleaning process, ordered the equipment and developed the production line. Then hired and trained the employees to do the task.
- **Finishing Innovations** – Researched and developed the Quality Management System to comply with FDA regulations. I also developed all SOP and work instructions for the entire shop and all processes therein.
- **Sandvik Medical Solutions** – Was assigned the Project of bringing in a new customer. I could track down and pull in the second largest Surgical Device supplier Zimmer as a new client. I still have a great relationship with Zimmer from this project.
- **Phil Burrows** – Phil hired me as a Project Manager to help get him elected to Fayette County Board of Directors for Chick-a-saw Electric. I developed a campaign, created all advertising, and conducted a multi social media campaign.

### **Director of Project Management**

*Heartwood Hall & Cedar Hall*

10/2013 – 4/2015

- Coordinated and hosted events and special occasions
- Created and maintained vendor relationships
- Managed accounts of vendors and prospective customers
- Created marketing and advertising
- Managed monthly budgets
- Created business plan for official business launch

- Project manager over property renovation and business launch

### **Project Manager**

*Exel Supply Chain Services*

10/2012 – 10/2013

- Responsible for Quality Management System (QMS)
- Managed quality audits for both Internal and External
- Maintained departmental records
- Performed quality documentation including creation and implementation – QMS, Work Instructions, and SOP
- Supported and maintained vendor relationships
- Managed and maintained Corrective and Preventative Action Plans
- Managed validations including PQ, IQ & OQ
- Ensured performance and process improvement
- Developed and managed project schedules
- Wrote Regulatory Affairs and made sure standards were upheld
- Knowledge of CFR 21 regulations and ISO13485

### **PROJECTS**

- Directed & set up of decontamination area for surgical device loaner kits.
- Purchased all supply's for decontamination area
- Trained all employees (Example; Bio-hazards and Blood borne pathogens, etc.)
- Implemented QMS in new Surgical Device Cleaning and Decontamination Department for Zimmer Loaner department.

### **Project Manager**

*Finishing Innovations, LLC.*

8/2011 – 10/2012

- Responsible for QMS
- Implemented QMS in newly established remote FI facility located inside Medtronic World Distribution Center
- Acted as the Device Cleaning Manager of the satellite facility located within Medtronic World Distribution Center
- Responsible for coordinating the Leadership Training & Development of employees at all levels
- Implemented lean manufacturing principles & 5S principles
- Acted as Host during FDA and ISO audits
- Conducted all validations
- Performed IQ, OQ, PQ

### **PROJECTS**

- Set up Medtronic's, LD-50 Cleaning Validation protocols
- Obtained certification in 'FQ20 Telesis Laser Programming & Operations' trained employees
- Wrote work instructions for decontamination area
- Helped move decontamination from FI back to Medtronic

### **Owner**

*Guardian Towing, LLC*

06/2009 – 1/2013

- Created business and marketing plan
- Purchased trucks and hired personnel
- Develop and manage customer accounts

### **Owner/Partner**

*Finishing Innovations, LLC. (FI)*

05/2006 – 02/2007

- I was an owner/partner in Finishing Innovations in Mason TN. Darren Wallace, Andy Russell, Leo Dortch and I started the company from scratch. I created, developed and implemented the Quality Management System (QMS) per ISO13485 standards. Developed work Instructions, trained new employees and helped set up the facility for production and all quality requirements. I sold out in 2007.

### **Demand Planner/Sales**

*Sandvik Medical Solutions* (see note below)

01/2005 – 1/2009

- Performed cold calling to grow the business
- Created and managed production and shop planning
- Managed the schedule for incoming and outgoing product
- Planned employee events, meetings, and training
- Managed budget

### **Master Scheduler**

*Medtronic* (see note below)

01/2003 – 1/2005

- Created and managed production and shop planning
- Managed the schedule for incoming and outgoing product
- Planned employee events, meetings, and training
- Managed budget

### **Production Manager**

*Premier Tool Inc.* (see note below)

01/2000 – 1/2003

- In charge of all productivity on the production line
- Coordinated schedules
- Created production plans
- Managed budget to increase productivity
- Created plans to increase business
- Signed and verified quality paperwork
- Performed HR administrative duties including hiring and firing

Note concerning the above three positions. From 01/00 – 1/2009, I worked for the same business. We were a Medical Device and Implant Manufacturing facility. This started as my families business, we were A tier 1 supplier to Medtronic for a total of 9 years, during that time the business changed hands three different times, In 2009 the Memphis business was closed and moved to Sweden.