

Kevin Horvath

Project Coordinator and Program Management

Experienced project coordinator with more than 15 years of experience in the manufacturing, distribution, and supply chain sectors. Adept at organizing, executing, and managing many types and sizes of projects on accelerated timelines. Skilled in identifying and troubleshooting problem areas and identifying workable resolutions. Recognized ability for driving cost saving process improvements, bringing together cross-functional teams, and improving internal communications.

Experience

Oct 2012 - present	<div>Senior Account Coordinator and Business Analyst</div> <div>Copeland Trucking, Inc.</div> <ul style="list-style-type: none">Project Coordination and account management for logistics, relocation and special projects clientsPart of the Copeland Trucking leadership team developing process improvement and cost saving initiativesResponsibilities include requirements gathering, estimating, planning, scheduling, purchasing, project coordination and program management. Also analyze fuel and materials spend activitiesSystems used were Axon (TMS), MS Office products, Clearly Inventory, and PC MilerProjects managed included multiple projects for both the NCAA Final Four and Super Bowl LII. Clients managed include the MN Super Bowl Host Committee (US Bank Stadium clean out project, Birkebeiner Bridge relocation project). Minnesota Vikings Football asset relocation project, NFL (mail and courier project), SMG Management (US Bank Stadium), NCAA (multiple Final Four projects) and many others
Jul 2011 - Oct 2012	<div>Senior Project Coordinator</div> <div>MVP Logistics</div> <ul style="list-style-type: none">Project coordination for distribution/logistics and special projects clientsPrimary interface for external clients and internal operational teamsMaintained 528 pallet locations of client owned inventory, greater than 99% inventory accuracyManaged continuous improvement initiatives and KPI reporting for internal operations and distribution/logistics clientsSystems used were Intuit Quick Base (CRM), MS Office products and Clearly Inventory (WMS)
May 2010 - Jul 2011	<div>Export Project Coordinator</div> <div>Nilfisk-Advance, Inc.</div> <ul style="list-style-type: none">Primary interface for international sales and distribution offices including subsidiaries in Europe, Canada, Mexico, Brazil, Australia, China and DenmarkSuccessfully managed North American supply chain for international sales and distribution officesManaged internal and external relationships with sales, operations and other business units within organizationHelped manage a company continuous improvement initiativeSystem used was BAAN (ERP) and MS Office products
Jan 2009 - Jan 2010	<div>Senior Project Coordinator</div> <div>Arvato Digital Services</div> <ul style="list-style-type: none">Primary interface for major PCOEM (Dell) and several other Microsoft

Personal Info

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Skills



- Authorized third party installers
- Managed transition of multi million dollar (>\$15 MM usd) PCOEM business from Zomax to Arvato during acquisition
- Managed client and internal cross-functional team relationships during business transition
- Increased business year over year for Microsoft named PCOEM accounts during transition of book of business
- Helped manage continuous improvement initiatives for Arvato PCOEM team
- Systems used were SAP (ERP) and MS Office products

Sep 1998 - Jan 2009 **Senior Project Coordinator**

Zomax, Inc.

- Client and cross-functional relationship management supporting Microsoft PCOEM's including Dell, Gateway, HP and Apple
- Day to day transactional responsibility for Dell and other OEM's
- System used was Syteline/Symix (ERP) and MS Office products
- Team lead for PCOEM team which consisted of varying staff levels of 3-5 team members
- Responsible for adhering to Microsoft licensing policies and procedures
- ISO 9001 certified organization - Project management/Client Services trainer and auditor

Education

- Aug 1985 - Jun 1986** **University of Minnesota Duluth**
- Pursued a degree in Business Administration but ended up leaving the university early due to family requirements.

References

References available upon request

Interests

- Member of North Central Minority Supplier Development Council (NCMSDC)
- Fox Hollow Golf Club Board of Directors - St. Michael, MN