

GIUSEPPE DIMITRI

Objective:

Utilize my skills and talents to meet the service branch's objectives and strategy. Continue my journey of learning and development in a competitive and challenging environment.

Summary of Qualifications and Skills:

- Experience in working with Composite Materials, specially Carbon Fiber; Current and Future Business analysis skills; Accurate Data Collection / Situation Report skills; Resource Organizational skills; Scheduling skills; Monitoring, Controlling and Visibility Development skills; Impact Evaluation skills; Shop Performance analysis skills.
- Boeing Lean+ skills, including 5S, TOC, Shop Layout, Process Observation, Process Documentation, Recommendation & Presentation, Kitting analysis and implementation, IE support.
- Project Management skills; Mediation between two or more Organizational / Manufacturing Units skills; Adaptability, Applied Business Knowledge, Communication skills, Decision Making skills, Gaining Commitment, Initiating Action; Analytical skills, Critical Path Methodology, Information Retention skills, Information Technology Fluency.
- Inventory Management and Control skills; Audit Process basic skills; Issues / Discrepancies Detection skills; Experience in working with Boeing ERPLN system.
- Leadership skills; Interpreter and Technical Translation skills; Targeted Learning skills.

Work Experience:

Worked for several High Learning Institutions – Switzerland, September, 2021 – ongoing

Administrative Secretary

- Processing of incoming and outgoing documents related to students.
- Organization of both digital and printed documents.
- Participation to several institutional Committees.
- Redaction and revision of contracts, memorandum, LOIs, etc.
- Translation of documents from Italian to English and from English to Italian.

“██████████s Law Firm” – XXXXXX, Italy,

November, 2015 – ongoing

Translator & Interpreter

- Translation of legal documents from Italian to English and from English to Italian.
- Dr. ██████████'s personal interpreter during meetings and conferences.

Documental Research and Organization

- Research of legal documents of various nature and in different formats in English language via open source libraries or direct inquiries.
- Organization of all the written and digital material of the law firm for quick retrieval and submission.
- Installation, operation and maintenance of law firm software and database.

Boeing Operations Int'l Inc. – ██████████, Italy, November, 2014 – August, 2015

Production Coordinator

- Boeing LRA SB0029 Warehouse in the Alenia XXXXXX manufacturing plant in receiving operations by implementing appropriate BPI directives.
- Supported Supply Chain Analysts in the resolution of documental discrepancies.
- Coordinated with SCAs to resolve production emergent requirements.

Major achievements: cleared Wesco's STD transition backlog (inspection, evaluation, processing, documentation and delivery) of more than 50 huge pallets in 27 days rather than the scheduled 60 days; contributed to the upgrade and process optimization of LRA SB0029 operations (now XPO Logistics incoming shipments are processed within one shift rather than two shifts as before).

Boeing Operations Int'l Inc. – ██████████, Italy, September, 2014 – November, 2014

Operations Program Analyst

- Supported Boeing IE to design, develop and improve tracking and analytical tools to monitor job assignments and workflow in the Alenia XXXXXX manufacturing.
- Supported Alenia-initiated production proposal activities.

Major achievement: contributed to the designing and implementation of a task-oriented monitoring and controlling system based on operators' needs (in alternative to previous existing system, as per customer's request).

Boeing Operations Int'l Inc. – ██████████, Italy, June, 2014 – September, 2014

Material Processor Requirements Facilitator

- Lead improvement for the Compound Standards Management System in Alenia XXXXXX manufacturing.
- Supervised a group of six other MPRFs.
- Provided feedback on assessment results.
- Supported continuous flow in Standards Management principles.

Major achievements: more than 25% Standards waste reduction in production line; trained and coordinated six new MPRFs to attain the project goal.

Boeing Operations Int'l Inc. – ██████████, Italy, June, 2013 – March, 2014

Manufacturing Operations

- Supported Boeing to establish and improve inventory management systems and production improvements in the Alenia XXXXXX manufacturing. Included are assignments supporting Database management, Lean implementation, 5S, Shop Layout, Process Observation, Documentation, Recommendation and Presentation, IE support and establishing Kitting.
- Enabled across-functional activities to resolve emergent operations issues.
- Assisted with assessments of processes and practices for comparison to applicable standards and criteria.
- Provided feedback on assessment results. Assisted the organization to implement strategies and plans.
- Supported continuous flow manufacturing principles through Bottle Neck Analysis, Lean Initiatives and Point of Use Support.

Major achievements: reorganized Alenia Spare Parts warehouse, designed and implemented a paper template (as per customer's request) for warehouse operations; supported Alenia Clean Room operations to reach the requested production rate, with a special focus on bladders and resin dams shortages and typology compatibility issues;

translated from Italian into English (for the first time) Clean Room cell operations manuals.

Education:

Boeing courses and curricula, ██████████, Italy, 2013 – 2015 (off-hours)

- 787 Program Industrial Engineer core curriculum
- Boeing Lean+ Basics curriculum
- Introduction to TPM

Bachelor in Economics, ISSEA SA “Politecnico di Lugano”, Lugano (Switzerland), 2015

Final grade: 100/110

Technical Diploma in Accounting, ITCG “Luigi Einaudi”, XXXXXX (Italy), 1998