

Occupational Experience



Potentials Successfully Utilized

Joe Grob – Your Resource

Organization	Performed many different assignments as project leader to improve business processes and organization. Analyzed existing systems and procedures. Designed and implemented new systems and methods. Performed overhead value analysis and cost-benefit studies. Established internal rules and procedures. Participated in the planning of a new office building.
Project Management	Managed projects in organization, logistics, and implementation of new IT-systems, with full responsibility for a project or subproject.
Audits	Planned and performed operational audits in industrial, medical, and trade companies, mostly abroad. Reported the risks, strengths and potentials to local management and corporate management. Carried out special assignments to improve efficiency. Business areas included sales and marketing, logistics, production, maintenance, and customer service.
Quality Management	Performed ISO 9001:2000 audits. Trained as assessor based on the Total Quality Management model (TQM). Implementation of TQM and performing self-assessments. Training in the Environment Management System according to ISO 14001.
Informatics	Determined the goals for new IT-systems. Designed conceptual solutions. Defined the requirements for new systems. Established the requests for proposal. Led the evaluation and negotiations with the suppliers of new systems. Planned and supervised the implementation of new computer systems. Performed acceptance testing.
Sales	Was responsible for selling computer systems to large trading and production companies in Switzerland. Developed new customer relations, analyzed potential solutions, configured and proposed solutions to customers.
Logistics	Planned a new distribution center for a large retail trade company in Switzerland from initial concept to implementation. Analyzed transportation and materials flow for large companies in Germany. Performed stock planning and control. Planned processes for order documents handling.
Industrial Engineering	Established and maintained work standards, order documents and basic data for manufacturing cost control. Implemented production planning and control. Performed production studies, including process analysis, materials handling and planning of new layouts. Assessed new investments.