





Paul Sybrandy


Manufacturing | MBA in Management


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Profiles	<div><div> paulgsybrandy</div><div>LinkedIn</div></div> <div><div> paulsybrandy</div><div>About.Me</div></div> <div><div> paulsybrandy</div><div>Github</div></div>
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Summary	Experienced manager ready to immediately enter a leadership position, although very willing to work toward that goal from an entry level position. Familiar with all general business management knowledge and possesses a keen attention to detail. Prioritizing communication with team members to identify issues and come to resolutions, which goes together with the team building skills that have been hardened over a span of several years. Extensive technical knowledge is another skill set that has become an expertise as well as a passionate hobby.
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Experience	<div><div><div>Canpack US</div><div>Palletizer Technician</div><div> https://www.canpack.com</div></div><div>Responsible for the machine operation of the palletizer, which stacks the finished product onto layers to ready for shipment to our customers' facilities. Also responsible for the operation of the strappers which secures the product onto the pallets for safe transport to our customers. Diagnose and problem solve machine abnormalities to ensure good product is manufactured, safely and efficiently. Was part of the Safety Team and became certified as a First Responder.</div></div> <div><div><div>Cognizant</div><div>Process Executive</div><div> https://www.cognizant.com/</div></div><div>Responsible for answering inbound phone calls from Health Insurance members, as well as client representatives. Needed to be able to answer questions in regard to eligibility, benefits inquiries, and claim inquiries.</div></div> <div><div><div>McDonalds</div><div>Lead Shift Manager</div><div>February 2016 to November 2016</div><div>Milford, PA</div></div><div>Ensure that all operations, from greeting customers, to the quality and speed of service is kept up with according to company specifications. Responsible for overseeing that adequate maintenance of equipment is carried out, kept track of inventory, and monitored the quality of products. Completed the weekly shift schedule for the restaurant and was ServSafe Food Safety Manager certified.</div></div> <div><div><div>Anthem, Inc.</div><div>Claims Examiner</div><div>October 2013 - September 2015</div><div>Middletown, NY</div></div><div>Collect documentation necessary to substantiate claims, noting problems and discrepancies as well as contacting clients and other third parties for additional information, negotiating when necessary.</div></div> <div><div><div>The Grotto</div><div>Dining Room Manager</div><div>July 2013 to October 2015</div><div>Milford, PA</div></div><div>I started as a server and was quickly promoted to Dining Room Manager. Oversaw the serving staff and addressed any issues that arose.</div></div> <div><div><div>RGIS, LLC.</div><div>Team Leader</div><div>October 2012 to May 2014</div><div>Moosic, PA</div></div><div>Led small-to-medium inventories which includes setting up equipment, setting attributes for the event as well as supervising and guiding the staff within the inventory. Transmitting the inventory data to headquarters quickly following the event, for the express intent of reconciliation of the inventory. Went to Healthcare events to inventory Pharmaceutical Representatives' stock.</div></div>
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Education	<div><div><div>American InterContinental University</div><div>Specialization in Management</div><div>3.99</div><div> https://www.aiuniv.edu/</div></div><div>During my Bachelor's program, I developed skills to become a strong business leader who understands business decisions, ethics, economics, quality management and continuous improvement. Became proficient at teamwork, communication, and leadership just to name a few. During my Master's program, I continued honing the skills learned previously to become an effective and efficient business manager</div></div>
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Volunteering	<div><div><div>Canpack US, LLC.</div><div>Safety Team Member</div><div>December 2022 - Present</div><div>Olyphant, PA</div></div><div> https://www.canpack.com/</div><div>Joined the Safety Team at Canpack to help do my part in keeping the workplace safe for everyone, employees and guests alike.</div></div>
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Skills	<div><div><div>Safety</div><div>A broad skill set to ensure safety in the workplace.</div><div><div>●●●●●</div></div></div><div><div>Customer Service</div><div>Placing the customer first always by utilizing communication and listening skills effectively.</div><div><div>●●●●○</div></div></div><div><div>Management</div><div>Certain attributes or abilities that an executive should possess in order to fulfill specific tasks in an organization.</div><div><div>●●●●○</div></div></div><div><div>Food Safety</div><div>Set of skills that help reduce the potential for contamination.</div><div><div>●●●○○</div></div></div><div><div>Microsoft Office</div><div>A skill set pertaining to the expertise of the office software suite.</div><div><div>●●●○○</div></div></div><div><div>Computer Technical Support</div><div>Both hardware and software expertise to diagnose and resolve most computer issues.</div><div><div>●●●●●</div><div>hardware, software, networking, support</div></div><div><div>Teamwork/Team Building</div><div>The skill set to effectively unite teams to work together as one and to keep that unification constantly building itself to remain as effective as possible.</div><div><div>●●●○○</div></div><div><div>Communication</div><div>The abilities to use when giving and receiving several types of information.</div><div><div>●●●○○</div></div></div></div></div></div>
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Certifications	<div><div><div>Heartsaver First Responder Certification</div><div>American Heart Association</div><div>July 2023</div></div><div> https://cpr.heart.org/en/cpr-courses-and-kits/heartsaver/heartsaver-first-aid-training</div><div>The AHA's Heartsaver First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Reflects science and education from the American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC).</div><div>The Bloodborne Pathogens training is designed for those who are at risk for on-the-job exposure to blood and other bodily fluids in the workplace. The course teaches staff how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. This course is one of the requirements of the OSHA Bloodborne Pathogens Standard.</div></div>
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