

ROGER M. BRENZ

ADDENDUM OF EXPERIENCE, SKILLS, AND ACCOMPLISHMENTS

QUALITY CONTROL AND PURCHASING: Utilized quality control processes in different work environments, successfully protecting personnel, assets, and reputation of medical and government organizations.

- **Verified** all agreements and payment for services and ensured **JIT process**, saving over **\$10.K** annually in late payment fees for Navy.
- **Ensured** accurate documentation on specimen and blood work being shipped from laboratory.
- **Reduced** lab rejections by **20%** and brought organization in compliance with **JCAHO** standards.
- **Reviewed and ensured** patients' records for accuracy and completeness for smooth transition to other psychiatric facilities.
- **Checked**, approved, and expedited timely Hazardous Material and Waste transports, resulting in zero EPA fines.

PERSONNEL DEVELOPMENT AND TRAINING: Recognized for training skills throughout career that resulted in a highly skilled and well-received workforce that achieved high ratings from managers, customers, and community.

- **Trained** all Navy personnel on proper method for shipping Hazardous Material and Waste on Tinker AFB, eliminating delays and fines to zero within first year of implementation
- **Wrote two** customer service manuals to help subordinates understand how to deal with customers and resolve issues before they escalated.
- **Trained** all new drivers at Waste Management to ensure job knowledge and safety; achieved training position within six months of hire.
- **Developed** and wrote new training manual for the Aviation Storekeeper; improved advancement rate to **100%** for department personnel.

PERSONNEL TRAINING TOPICS: Trained personnel in private business and Military in the following topics including, but not limited to the following:

- **Budgetary, Financial Operating System:** Financial macros and producing monthly/end of year financial report
- **Principles of Supervision:** Training medical personal on proper way to process labs and ship them
- **Scanning Medical Files** For Long-Term Storage
- **Medical Coding and Billing**
- **Safety Training** for Hazardous Material
- **Purchasing and Procurement**
- **Inventory Management**, Boeing Supply Warehouses
- **Hiring Civilian Personnel**

INVENTORY MANAGEMENT: Controlled cost and quantity of large inventories, reducing overall costs, and increasing profitability and ROI.

- **Identified critical (computer) system** interface problems that created inventory and financial impact affecting physical inventory of **\$160.M**; saved Navy over **\$25.M** in erroneous charges.
- **Led development** of the Integrated Bar Code System, resulting in **100%** accountability and the elimination of missing inventory, saving Navy **\$30.M** per year.
- **Consolidated** contractor supply inventory with that of the Navy's that required renumbering over 30,000 consumables and 8,000 repairable items. Effort improved accessibility and efficiency to **90%**.

CONTRACT NEGOTIATIONS: Negotiated contracts with international companies, foreign and local vendors, delivering significant savings to organization.

- **Negotiated** contracts with Staples and Office Depot that improved availability of office supplies and saved over **\$50K** in critical funds for the Navy.
- **Reached agreement with Xerox to provide** replacement, and maintenance-free copier services for high-usage department of **250** communications personnel.
- **Represented** Navy in negotiating best pricing for supplies and support in foreign ports for fuel, car rentals, accommodations, and cultural activities.

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OTHER SPECIALIZED TRAINING

- Healthcare Internship: How to run a medical office and office procedures for managed healthcare
- Health Information Technology Training for maintaining medical records and privacy
- Medical - Customer Service, How to Process and Ship Labs
- Billing and Coding, Insurance
- Total Quality Leadership and Management School and Seminars
- Transportation of Hazardous Material, Oklahoma State University
- Joint Aviation Supply Maintenance
- Material Management, Navy Supply Corp School - Athens, Georgia
- Hazardous Material Management, U.S. Navy
- Purchasing Agent - numerous schools and seminars

PROFESSIONAL AWARDS & HONORS

**Five Achievement Awards, Three Commendation Medals
Numerous Letters of Commendation**

*** All awarded for outstanding leadership, management, and development of new programs***

PROFESSIONAL MEMBERSHIPS & COMMITTEES

**Life-Long Learning Association for Outstanding Academic Achievement,
Ashford College, Clinton, IA - Alumni Association**

PERSONAL INTERESTS AND ACTIVITIES

Avid Marathon Runner

COMMUNITY SERVICE

Raised \$5,000 for a homeless shelter to provide food and living necessities, Portland, ME
Heightened community awareness and raised money for abused children, Jackson Brooke Hospital, Portland, ME

References Available