

Referred by
Career Executive Options
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NO FEE Referral
MICHAEL C. MITCHELL, MS, SPHR
700 Holly Hill Road, Edmond, OK 73003
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mike.mitchell08@att.net

~ *QUALIFICATIONS SUMMARY* ~

Over 18 Years of Experience in Management and Human Resources

Highly qualified *Executive Manager* offering more than 18 years of management and human resources experience within manufacturing and service industries. Results-focused and effectual leader with proven ability to collaborate with senior management to conduct strategic planning to support and further corporate goals.

Experienced in driving product, process, and customer service improvements while building partnerships with key managers. Consistently increased production, reduced operating costs, and improved product quality by utilizing World Class Manufacturing concepts (Lean Manufacturing, Six Sigma, etc.) to optimize manufacturing process and supply chain networks. Areas of expertise in:

- Operations Management
- Salary & Benefits Administration
- Training & Development
- Harassment & EEO Compliance
- Workers' Compensation
- Budgeting & Forecasting
- Policy Creation & Implementation
- Employee Relations
- Operational & Strategic Planning
- Labor Unions
- Union Negotiations
- Profit & Loss Management
- Recruitment & Selection
- Training & Staff Development
- Compliance (ADA, FMLA, OSHA, etc.)

~ *PROFESSIONAL EXPERIENCE* ~
2000 - 2008

Cooper Cabinet Systems, Inc. – Oklahoma City, OK

- ➔ **Chief Operating Officer** *February 2007 – Present*
- ➔ **Plant Manager** *March 2006 – February 2007*

- Successfully transitioned company after merger and acquisition of four business into one
- Drove the operational planning and successful execution for doubling manufacturing capacity utilizing lean manufacturing theories and employee education
- Developed an effective blend of communication practices and supervisory training to optimize manufacturing production levels as well as product quality

Mitchell Garage Cabinet Systems, Inc. – Stillwater, OK

- ➔ **President – Majority Shareholder** *August 2002 – March 2006*

- Owned and operated business, which manufactured innovative storage cabinet for garages. Handled all aspects of business, including customer service, sales, purchasing, accounting and employee hiring and training.
- Merged business with Cooper Cabinet Systems in 2006.

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Audio Innovations, Inc. – Stillwater, OK

→ **Chief Operating Officer / General Manager** *January 1997 – March 2002*

→ **Business Manager** *August 1995 – January 1997*

- Developed company from \$500k sales in 1995 to \$10 million sales in 2002
- Assisted in purchase of company by Rockford Corporation (NASDAQ:ROFO) in 2001

Mitchell Manufacturing, Inc. – Stillwater, OK

→ **General Manager** *July 1990 – July 1995*

- Managed total performance of \$8 million manufacturing operation with 92 employees. Held direct accountability for human resources, information systems, manufacturing, purchasing, accounting, inventory, and customer service.

~ EDUCATION & TRAINING ~

Oklahoma State University Stillwater, Oklahoma

Masters of Science in Adult Education

Option: Human Resources Development

Oklahoma State University Stillwater, Oklahoma

Bachelor of Science

Major: Hotel and Restaurant Administration



The Mediation Institute Oklahoma City, Oklahoma

Civil-Commercial & Employment Mediation Training – 2001

~ PROFESSIONAL INVOLVEMENT ~

Payne County Youth Shelter – Board Member

Stillwater Area United Way - Board Member

Stillwater Area Human Resource Association – Founding President

Safe Place – Volunteer

Society for Human Resource Management – Member

Stillwater Business Breakfast Speaker

Topic – Employment Practices Liability

References Available