

## VALERIE VICE PRESIDENT

7 Operations Road  
Boston, Massachusetts 02100

*Residence:* 617/ 000-0000

*Business:* 617/ 000-0001

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### PROFESSIONAL EXPERIENCE:

VICE PRESIDENT OF OPERATIONS • HCD Corporation • Boston, MA (\$60M distributor of electronic components with 200 employees throughout 6 northeast locations)	1982 to present
CORPORATE PRODUCT MANAGER • HCD Corporation • Boston, MA	1979 to 1982
REGIONAL OPERATIONS MANAGER • VCX Electronics • Boston, MA (\$450M distributor of electronic components)	1970 to 1979
OPERATIONS MANAGER • SWA Electronics • Boston, MA	1968 to 1970

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### PROFESSIONAL HIGHLIGHTS:

- Designed total custom software package for on-line use with IBM S/38. Completely computerized order entry, inventory, purchasing, receiving, and credit functions. Established system of off-site terminals for major accounts and computer link with suppliers. Created forms, administered contracts, and trained staff. *Managed staff of 5.*
  - Assisted in the development, installation, and subsequent redesign of first electronic distribution multi-branch on-line computer system for 36 locations.
  - Directed warehousing of \$15M in inventory and shipping & receiving to support \$60M in sales, including value added service. *Managed staff of 11.*
  - Supervised collections of \$8M in receivables and authorized credit limits exceeding \$25K. Attained below average DSO. *Managed staff of 5.*
  - Authorized all corporate purchases including all capital equipment up to \$100K.
  - Participated as Committee Member to develop and approve corporate policies, procedures, and benefits.
  - Established and maintained all security policies and procedures in accordance with insurance guidelines.
  - Directed the internal design of a 44,000 square-foot office and warehouse facility. Oversaw all contracts and maintenance operations.
  - Directed all general accounting, payroll, and accounts payable functions.
  - Developed and implemented new concept in product management throughout all divisions.
  - Managed \$10M in inventory and attained 20% reduction.
  - Negotiated all major inventory purchases and customer contracts.
  - Headed team facilitating company acquisition of medium-sized electronics firm.
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### CONTINUING EDUCATION:

Operation and Management of Computer Systems, Purchasing of Electronic Components.

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**AFFILIATIONS:**

National Electronic Distributors Association (NEDA); Computer Science Museum