

Anthony Bontempo

Chehalis, WA | [206-390-9983] | [tlbdana812@yahoo.com]

Aerospace Manufacturing Analyst with 6 years of experience researching and assessing aerospace parts' production systems to resolve short- and long-term problems and streamline aircraft part manufacturing and delivery. Experienced Driver, Real Estate Agent and Bookkeeper with experience entering and managing data, ensuring the products and goods are delivered to specific locations in a timely manner in pristine condition, as well as providing clients, customers, and external organizations concrete value to enhance their longevity with an organization.

Professional Experience

DeeBee's Handicrafts | Chehalis, WA

Bookkeeper | June 2020 - Present

- Log all customer receipts into the appropriate ledger monthly, maintaining accurate records for tax and auditory purposes.
- Complete budget planning for outgoing expenses to ensure that the most effective pricing is secured to ensure that revenue is maximized.
- Directly support event planning, including recording financial transactions while ensuring the products and materials ordered both support the event, maximize gains, and reduce lost revenue.
- Provide accurate business tracking services for customers as well as for materials ordered and other expenses to create a seamless annual and quarterly tax execution and completion.

Boeing | Renton, WA

Manufacturing Operations Analyst | Dec. 2019 - June 2020

- Investigated airplane parts that impact the production system, providing suggested solutions to solve long term problems that impact aircraft delivery.
- Transferred build issues to the appropriate internal or external organizations to ensure that any issues were amended in a timely manner by the appropriate individuals.
- Minimized delay build time by 25% displaying professionalism and courtesy while ensuring that mechanics received their parts and requirements in a timely manner.
- Reduced discarded parts and paperwork by 25% through a comprehensive investigation of the airplane parts process, creating processes that resolved this issue.
- Provided critical milestone updates to manufacturing management daily to ensure that all issues were remediated in a timely manner.
- Executed daily production metric reports to continuously optimize production processes including but not limited to quality, quantity, and cost.

FSCC Parts Investigator | January 2015 – December 2019

- Conducted inventory audits and checks weekly to ensure that financial records coincide with inventory lists, quantities, and information.
- Executed root cause analysis (RCA) project run improvement tasks monthly to proactively identify problems, collect relevant data, prioritize the causes, and identify and implement solutions.
- Completed specific parts' searches to determine inventory locations, costs, and ascertain the location and other relevant information for any parts.
- Utilized Boeing's internal software programs such as ERP to execute accounting, procurement, project and risk management, as well as compliance and other supply chain operations.

Barth and Associates | Burien, WA

Real Estate Sales Broker | March 2009 - June 2016

- Assisted clients throughout the entirety of the home buying process, providing any and all information to clients concerning houses available or soon to be available based on their individual preferences.
- Negotiated sales contracts several times per year to ensure that clients receive a fair price that coincides with their needs and desires.

- Interacted with clients in a professional manner, guiding them through prospective houses, providing all appropriate information and answering any and all questions and/or inquiries appropriately.
- Provided clients with relevant and potential scenarios concerning the home buying and mortgage approval process to enhance their awareness and allow them to make informed decisions.

Pitney Bowes | Kent, WA

Driver | March 2014 - Dec. 2014

- Executed established routes to pick up several containers of customer mail for sorting and metering, ensuring that mail was obtained in a timely manner.
- Fulfilled all customer requests when picking up, including waiting when pickup times changed as well as providing customers with any necessary supplies.
- Provided excellent customer service, answering any questions or providing any information as needed when picking up mail.
- Ensured that all mail was accounted for, noting any missing pieces at all processes of obtaining and sorting mail to enhance customers' experiences and reduce lost materials.

FedEx Express | Kent, WA

Courier DOT | Aug. 2009 - March 2014

- Executed bulk commercial business pickup during the week for several businesses, securing organizations' shipping contents for short- and long-term travel.
- Completed residential delivery routes during the weekend, providing personal packages to customers promptly and with care.
- Scanned several dozen packages into the FedEx shipping system daily using a computer-based wi-fi scanner system, accounting for each packages' location to provide prompt updates to customers.
- Transported and handled hazardous and dangerous products, making sure that all materials were stored and secured properly.

Core Competencies

Data Entry, Microsoft Office, Customer Service, ERP Systems, Courier, Analytics and Data Analysis, Process Improvement, Supply Chain

Education/ Certifications

Associates of Science in Accounting and Finance, University of Phoenix, October 2015

Drivers License, Washington, Expires: June 2022

Class C

Drivers Enhanced License

Awards

Outstanding Customer Service Recognition, Boeing, June 2017 and January 2018