

# Keith Cote <sup>CPIM</sup>

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## ***SUMMARY OF SKILLS AND ACCOMPLISHMENTS***

Resourceful innovator with well-developed project management, program implementation and training abilities. Highly effective manager with the flexibility and integrity to solve problems and create successful new programs. Recognized as a quick learner and excellent trainer, particularly with new technologies. Conscientious self-starter with the motivation to carry large projects through from inception to completion.

- ✓ Managed successful ERP system (Oracle) implementations, on time & in budget
- ✓ Well rounded knowledge of Oracle Applications functionality
- ✓ Designed, created and administered company training programs and materials
- ✓ Expert level Discoverer & Oracle Business Intelligence Systems consultant
- ✓ Certified Network Administrator / Systems Administrator / Information Operations Officer, US Army
- ✓ Thorough knowledge of the Oracle Apps data model & how to leverage the data for effective reporting

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## ***SPECIALIZED TRAINING & COMPUTER SKILLS***

- Oracle University; SQL, Inventory, Discoverer Administration, Discoverer End User, Oracle Inventory & Oracle Database Administration
- Certified as an instructor through the Total Army Instructor Training Course (TAITC), US Army
- Certified Network Administrator / Systems Administrator, US Army
- Certified in Production & Inventory Management (CPIM) by APICS
- Communications Security (COMSEC), US Army

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## ***PERSONAL***

**Education:** Bachelor of Science, Business Administration, Roger Williams University

**Military:** Major, Signal Corps: Project / Course Manager, 3<sup>rd</sup> Information Operations Group Vermont Army National Guard (Bronze Star recipient for Service in Afghanistan)

**Affiliations:** Past President, Providence Chapter of APICS

**Seminars:** ISO 9000, Materials/Inventory Control Topics, Speaker at NE Oracle Apps Users Group

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## ***WORK HISTORY***

### **Black Diamond Business Solutions**

May, 2002 - Current

Salem, NH

*Independent Contractor*

**Black Diamond Business Solutions** provides total business system solutions focused around Oracle Applications. This was a start up company where I focused on helping to acquire client relationships, technology partners and personally served as a Business Intelligence and Discoverer consultant for several companies; **Hologic, Lista, Iron Mountain, OPUS International & Sterilite.**

- Implemented Human Resource Intelligence and the functionality of the Oracle Personal Home Page
- Set-up Discoverer dozens of times to support the full suite of Business Intelligence modules
- Formal Discoverer Administration and End User training
- Advanced query tuning for improved report performance
- Discoverer report enhancements
- Complex views using advanced SQL
- Leveraging Discoverer 4i for web deployment of report

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### **US Army**

Sept. 2003 - Aug. 2004

Afghanistan

*Communications, Automation &*

Activated from the Army National Guard to Active Duty

- Responsible for secure and non-secure garrison communications and technology equipment for a population of 300+ soldiers
- Responsible for tactical communications for a unit of 70+ soldiers
- Managed the information flow into and out of these facilities and to / from the unit personnel
- Maintained the unit website, personnel databases, video teleconference support, computer and telephone networks
- Mentored an Afghan Brigade Communications Officer in developing their Army communications and automation infrastructure.

**The OASYS Group**

**Oct. 2000 – May. 2002**

Andover, MA

Project Manager / Senior Consultant

**The OASYS Group** was an Oracle implementation and technology consulting firm.

- **Project Manager, Engineer Materials Solutions, Attleboro, MA** – 11i Oracle Applications reimplementation. Applications footprint included AR, AP, GL, FA, CST, INV, WIP, MRP, PO, BOM, OM, Advanced Pricing, Oracle Shop Floor Management (OSFM), Oracle Mobile Supply Chain, Oracle Discoverer & Oracle Business Intelligence Systems. In addition to project management my functional focus was Oracle Discoverer, Oracle Business Intelligence Systems & Oracle Mobile Supply Chain. Personally conducted training & workshops on reporting, Oracle System Administration (focusing on creating custom menus) and Oracle Discoverer. Go-live - July 2002.
- **Discoverer Functional Consultant, Iron Mountain, Boston, MA** – Participated in an upgrade from 11.0 to 11i to migrate the Discoverer End User layer with Noetix Views and all custom reports to the 11i environment. Required migration of Noetix Views, custom views, upgrade of the end user layer, upgrade of the Discoverer client, testing and modification of the custom reports. Iron Mountain has a multiple end user layer environment with one for financial applications and one for human resources. Conducted formal Discoverer End User (50 students) and Discoverer Administrator training. Implemented query statistics and optimized views to improve performance.
- **Project Manager, Cubist Pharmaceuticals, Lexington, MA** – 11i Oracle Applications implementation with a footprint including AP, GL, FA, PO, INV, OPM & Oracle Discoverer. Implementation included sites in Canada & the UK. Go-live – Sept 2001.
- **Project Manager, Kokusai Semiconductor, Billerica, MA** – 11i Oracle Applications implementation with a footprint including AR, AP, GL, FA, OM, INV, PO, MRP, WIP, BOM, Oracle Service, Oracle Contracts & Oracle Discoverer. Implementation involved multiple domestic sites and business units. Go-live was planned for May 2002 but a division of the company was sold and go-live was put on-hold during reorganization.
- **Senior Consultant, Marconi Communications, Pittsburgh, PA** – Gathered user requirements, developed technical specifications, testing and documentation for a custom interface to the Oracle Order Management & Oracle Service modules in an 11.0 Oracle Applications environment. The interface collected and automated component level serial number information collected in the shipping process into the Oracle Service install base.
- **Instructor, State of Massachusetts, Boston, MA** – The State of Massachusetts uses Oracle databases to store information on welfare recipients. Instructed Discoverer End User training and advised improvements in the Discoverer End User Layer.
- **Project Manager, SeaChange International, Maynard, MA** – 11.0 Oracle Applications implementation with a footprint including AP, AR, GL, PO, INV, MRP, WIP, BOM, CST, OE & Oracle Discoverer. Oracle Discoverer implementation included Noetix Views.
- **Senior Consultant, Texas Instruments, Attleboro, MA** – Prepared management overview / training documentation and conducted formal training for the Oracle Supplier Scheduling module.
- **Discoverer Functional Consultant:**
  - OPUS USA, Bellingham, MA
  - Agencourt Bioscience, Inc., Beverly, MA

Copyright Clearance Center, Medford, MA  
Andover Controls, Inc., Andover, MA  
The Mentor Network, Boston, MA  
Kadant Systems, Inc., Worcester, MA

Nantucket Nectars, Inc., Boston, MA  
Riverdeep, Cambridge, MA  
Zoll Medical, Burlington, MA  
Thule Car Rack Systems, Seymour, CT

### **Shoplinc.com**

**Mar. 1999-Oct. 2000**

Westwood, MA

*Project Manager Procurement & Fulfillment Systems*

**Shoplinc.com** was an on-line supplier of groceries and other home products & services.

- Implemented Oracle Purchasing, Oracle Inventory & Oracle Financials in coordination with Oracle Consulting Services
- Designed and implemented technical interfaces to Oracle Applications, All Points Warehouse Management System and custom web applications.

### **Amtrol Incorporated**

**1998-1999**

Warwick, RI

*Materials Manager / Oracle Consultant*

**Amtrol Inc.** is an international manufacturer & distributor of expansion tanks and hot water makers.

- Re-engineering business process prior to and in coordination with the Oracle 11.0 implementation
- Lead the team implementing Oracle Inventory
- Materials Manager for one of their business units

### **Design Imports International**

**1996-1998**

Rumford, RI

*Operations Manager*

**Design Imports International** is an importer and distributor of designer house wares. I managed the day to day functions of this operation with significant upgrades and improvements in systems and cost control.

### **Strategic Partners**

**1994-1996**

Attleboro, MA

*Owner / Manager*

Self employed during this period providing small business consulting services including bookkeeping, computer consulting, management consulting, training and project management.

### **CadKey Incorporated**

**1991-1994**

Windsor, Connecticut

*Materials Manager*

CadKey is a mechanical computer aided design software development firm.

### **SIGI Incorporated**

**1987-1991**

Compton, California

*Warehousing and Distribution Manager, West*

SIGI was a sport bag manufacturer and distributor.