

10307W. Broad St, Ste. 287 • Glen Allen, VA. 23060 • (804)234-3839

Thomas Shoemake

Objective

Obtain a consulting or office position that allows me to interact with other business professionals and contribute my expertise and experience to enhance their opportunity to grow and optimize their business.

Skills

- An understanding of systems and processes and how to develop them for optimum performance
- Management skills that get the best from people
- Leadership that allows employees autonomy and potential for growth
- Analytical knowledge and skills that facilitate understanding and improvement of the technical side of work
- An innovator who knows how to develop and improve product
- Diverse work background from manufacturing, engineering through creative

Accomplishments

- Implemented numerous productivity gains in manufacturing
- Managed the most productive department in a manufacturing facility
- Designed and implemented the first computerized scheduling system for the Hallmark Creative Division
- Was instrumental in the design and implementation of the first corporate scheduling system
- Developed and installed a system to balance foreign shipments against inventory requirements to optimize cost and serviceability
- Developed budgets and staff utilization models to justify staffing and improve work management in the Creative division.
- Led a project to restructure the technical aspects of the Creative division and optimize the staffing of Creative support
- Implemented programs to track creative work and provide feedback to creative staff on performance and utilization of their work
- Developed and implemented a work process that changed the creation and execution of product ideation and execution across multiple divisions
- Established relationships with the U.S. Consumer Product Safety Department to improve understanding of safety and regulatory requirements and child safety
- Developed and implemented work processes that provided engineering and technical support during the product creation and new product development process to assure manufacturability and quality standards were met

Professional Experience*2006— 2009**Hallmark Cards***Creative Technical Development Director**

Responsible for all product development and innovation engineering, technical planning and product quality, safety and regulatory compliance, technical design and drafting, process improvement and job specifications.

*2000— 2006**Hallmark Cards***Creative Technical Development Manager**

As above for only greeting card products

*1995— 2000**Hallmark Cards***Creative Services Manager**

This position varied depending on the needs of the department and Creative Division. It included preliminary product costing for new products, technical design and drafting, two studios with technical staff to assist artists in prototyping new products and printing techniques and developing reports for various measures of performance utilizing SAS programming.

*1983— 1986**Hallmark Cards***Business Manager – Specialty Creative**

Responsible for financial planning, budgeting, capacity planning and resource management for all non-greeting card creative areas

*1980— 1983**Hallmark Cards***Scheduling and Inventory Manager - Keepsakes**

Managed a staff that provided scheduling and capacity planning for Creative groups and worked with manufacturing and foreign vendors to establish production plans that maintained serviceability while optimizing inventory levels

*1976 - 1978**Hallmark Cards***Manufacturing Supervisor – Hallmark Manufacturing**

Managed a manufacturing department at night while studying for a master's degree during the day. Was the highest management authority on the shift.

*1973 -- 1976***Industrial Engineer – Hallmark Manufacturing**

Evaluated and implemented improvements to improve productivity in all manufacturing areas. Evaluated employee suggestions for potential implementation and payment. Established work methods and standards across all manufacturing departments.

Education

Degrees

1964— 1969

University of Kansas

Bachelor of Science Industrial Administration

1976— 1978

University of Kansas

Masters of Business Administration – Accounting Emphasis

Awards

Beta Gamma Sigma National Business Honor Society, 1978

Phi Kappa Phi Graduate Academic Honor Society, 1978

Hallmark “Bright Lights” Award, 1987, 2001

Professional and Community Memberships

Hunger Stoppers

United Methodist Church of the Resurrection

Backpacks for Hunger

