

Colleen C. Terry

Ph# 440.292.5111
colleencorinne@gmail.com

SUMMARY

A detail-oriented driving force. I strive for excellence in all that I do and am never afraid of hard work. My work experience and life experience have allowed me to become highly adaptable within both my work and personal life. I am an attentive and organized supervisor and manager of employees with a desire to impart knowledge and motivate my team. An inherent ability to lead and skillfully communicate allows me to delegate work efficiently and build lasting relationships within a professional environment. I am a dedicated and motivated team player who is known by my coworkers as someone who is able to get along with even the most difficult of personalities while at the same time accomplishing goals that are perceived as insurmountable.

PROFESSIONAL EXPERIENCE

Heather B. Moore Inc., 4502 Prospect Road, Cleveland, OH 44103

Production Manager & Jeweler/Precious Metal Fabricator

October 2012-Present

- *Implement and manage more than 100% increase in studio output to meet peak season demands.*
- *Manage movement, tracking and staff resources for up to 3,000 orders and one time.*
- *Manage a team of 15-35 employees time cards, PTO, morning meeting and conduct annual reviews and assess employees for raises.*
- *Field and resolve all fabrication issues and interpersonal issues.*
- *Establish internal deadlines for peak production seasons*
- *Ensure timely production and quality standards of each product shipped.*

Studio Artisan/ Jeweler/ Precious Metal Fabricator /CAD-CAM

Heather B. Moore Inc., 4502 Prospect Road, Cleveland, OH 44103

July 2011- October 2012

- *Execute complicated soldering operations with 14k and sterling silver*
- *Create personalized custom jewelry requiring forming, re-stamping and various finishing techniques*
- *Ceramic enamel R&D and integration within the line*
- *Create 3D modeled components*

Hostess

The Harp, 4408 Detroit Ave, Cleveland, OH 44113

2008-2011,2016-2017

- *Took reservations,*
- *managed seating, organized large parties, organized large groups of people*
- *greeted customers, bussed tables and ran food*

Lakewood Municipal Court, 12650 Detroit Ave, Lakewood, OH 44107

Civil Division Intern

2005-2008

- *Maintained legal documentation and court records*
- *interacted with the public, called to inform public regarding jury duty service obligations and details of required service*
- *entered legal data into county database, posted and sent mail*

EDUCATION

2010-2011 Tyler School of Art, Temple University - Metals/Jewelry/CAD-CAM

2005-2010 the Cleveland Institute of Art BFA - Jewelry & Metals

2002-2005 Baldwin Wallace College

SOFTWARE

Microsoft Word, Excel & Power Point, MAC Keynote & Pages, Rhinoceros 3D modeling, Solidworks, Bunkspeed Shot rendering, Alias Design 3D modeling, Magics, Adobe Photoshop & Illustrator

SKILLS

People management, strong leadership skills, highly organized, decision making, troubleshooting and adaptation to meet needs, hard working and detail oriented, punctual, adaptable, works well with colleagues, team player.

CAD/CAM 3D modeling, CAD rendering, stone setting, high temperature soldering/fabrication and forging using sterling silver and all colors of gold, ceramic enamel application, centrifugal & vacuum casting, model making, injection mold making, die making, hydraulic die forming, copper electroforming & plating, etching, surface techniques, 2D & 3D powder coating; scarfitto, basse talle & cloisonné enameling techniques, liquid and powder enamel application on 2D and 3D surfaces