

# Rafael Guarin

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## SKILLS SUMMARY

- Master in Business Administration
- Six Sigma Black belt Certified
- Experience in Continuous improvement, Lean, kaisen, etc
- Bilingual in Spanish (100%) and English
- Certified QuickBooks Pro-Advisor
- Proficient working with Excel, Words, Power Point, Access, Visual Basic, MS Project, Visio, etc.
- Financial analysis experience
- Budget Management experience
- Proficient working with Time studies, and line balancing
- Process engineering
- Operation management in manufacturing environment experience
- BS in Business with Major in Accounting (Graduation Expected January-2010)

## EXPERIENCE

### 1. **Management Consultant. DeWolff, Boberg, and Associates.**

Dallas, TX

01/2009 – Present

As Management Consultant, I am involved in providing objective advice, expertise and specialist skills with the aim of creating value, maximizing growth or improving the business performance of our clients.

We are primarily concerned with the strategy, structure, management, and operations of an organization. As Consultants, we assist by identifying options with recommendations, providing additional resources and/or the implementation of solutions.

Projects within DB&A:

- Olin Brass Casting Plant – Alton IL
- Iron Mountain – Philadelphia PA
- Pitt Plastics – Pittsburg KS

- Fraser Papers – Edmonston Canada
- MCS Insurance – San Juan PR

2. **Owner – President. RG Solution.  
Anderson, SC**

01/2008 – Present

RG Solution is a small business specialized in tax and bookkeeping services for individuals and small businesses.

3. **Implementation Manager. Aerotek Performance Resources.**

Huntersville-Charlotte, NC

12/2005 – 03/2008

<http://www.inprax.com>

The objective of the implementation and assessments manager is to evaluate new businesses, Identifying opportunities, developing and to starting new operations, training the new staffing until the operation is running smoothly.

Responsibilities include:

- Analyze prospective operations, evaluating resources needed and quoting services.
- Identifying processes susceptible of future improvements.
- Development of new processes.
- Improvement of current operation processes.
- Implementation of new processes, for current and new customers.
- New Projects Management, develop production activities, coordinating training needs for department, monitoring work flow, quality assurance, and cost control.

Sites assessed, implemented and/or improved:

- QPI (Packaging- Fond Du Lac, Wisconsin).
- BELTS (Liqueur packaging - Baltimore, Maryland).
- ARC-Mikasa (Charleston, South Carolina).
- Tyco Electronics (Assembling Computer connectors- Charlotte, North Carolina).
- Hudd Logistic (Wal-Mar and Home-Depot Distribution Centers in Chesapeake, Virginia, and Wal-Mar in Chicago, Illinois).
- Ply-Mart (Assembling windows and doors- Georgia).
- Rapid-Air (Air Beds in Milwaukee, Wisconsin).

- Spectrum Brand (Packaging liquids and aerosols. St Louis Mo).
- A Southern Season (Building Arrangements. Hillsborough NC).
- Bonded Logistic (Packaging various products)

4. **Shift Manager. Insources Contract Services.**

Duncan, South Carolina

11/2004 - 11/05

<http://www.insourcecs.com>

- Responsibilities include Implementation of new processes, supervising and overseeing daily shift operations on its different departments, scheduling production activities, coordinating training needs for department, monitoring workflow, quality assurance, and cost control, motivating employees, working through personnel issues, ensuring safe work practices. Sites assigned Arvato - Duncan SC, Coca Cola Bottling Co - Durham NC, Sara Lee - King Mountain NC.

5. **District Manager. Anderson Independent Mail.**

Anderson, South Carolina

04/2004 - 11/2004

<http://www.independentmail.com>

- Responsibilities included Design, control, and supervision of the home delivery distribution for 40 routes. Recruitment and training of the carriers force.
- Customer Services and sales plans for grow up the circulation in the designated area.

**EXPERIENCES OVERSEAS**

6. **Editorial El País S.A.**

- Asuncion, Paraguay

*National Circulation Director*

Diario Ultima Hora newspaper.

<http://www.ultimahora.com>

**Editorial Intersudamericana S.A.**

- Asuncion, Paraguay

*National Circulation and promotions Director*

Diario La Nación newspaper.

<http://www.lanacion.com.py>

- Design, control and maintain channels of distribution for sales of Diario LA NACION in Paraguay, Restructuring of general marketing based on diverse incentive projects increasing daily sales and distribution of newspaper by 80%.

7. **Comunican S.A**

Barranquilla, Colombia

*Regional Director*

EL Espectador newspaper

<http://www.elespectador.com>

- Design, Control and Monitor all related areas to circulation, marketing, production and administration of the North Coast Area in Colombia. Managing the regional direction on each of functional areas. Creation and development of the regional newspaper with a decentralized press and remote transmission.

**8. Gráficos Nacionales S.A.** - Guayaquil, Ecuador

*National Circulation/ Operation Director* Expreso and Extra newspapers

<http://www.diario-expreso.com>

<http://www.diario-extra.com>

- Design and implementation of new commercial strategies for special projects and sales promotions for all products. Design and control of marketing budgets for the company. Control and maintaining of sales through channels of distribution for the EXPRESO and EXTRA newspapers in all country.

**9. Casa Editorial EL TIEMPO Ltda.** - Barranquilla, Colombia

*Regional Operation Director* El Tiempo Newspaper

<http://www.eltiempo.terra.com.co>

- Design and implementation of new commercial strategies for special projects and promotions for sales. Creation agencies for cities of Cartagena and Santa Marta. Positioning of EL TIEMPO as the leader Newspaper for the states of Cesar, Magdalena, Guajira, and Sucre, and second on the states of Atlántico, Bolivar, and Cordoba.

## EDUCATION

**1. Kaplan University** 06/2005 – 03/2010

*Bachelor of Business Administration.*

Major: Accounting

Overall GPA 3.84/4.0 Summa Cum Laude Honors

**2. Kaplan University** 11/2007 – 10/2008

*Six Sigma Black Belt Certificate.*

**3. Universidad Del Norte** Barranquilla, Colombia

Master in Business and Administration (MBA) Evaluated and certified by Global Credential Evaluator (NACES approved).

**4. Universidad de los Andes** Santa Fe de Bogotá, Colombia

Specialty program in Administration and Development of Regional Planning

**5. Corporacion Universitaria de la Costa** Barranquilla, Colombia

BS Architecture. Evaluated and certified by Global Credential Evaluator (NACES approved).

## **HONORS AND AWARDS**

Summa Cum Laude