

ROBERT WILLIAM TENNANT

5384 Keeley St, Columbus, Ohio, 43235 - rtenant23@gmail.com - (304) 559-4588

EDUCATION

West Virginia University - Regents Bachelor of Arts (May 2019)

(Focused in Industrial Engineering & Management Systems)

PROFESSIONAL EXPERIENCE

ESCCO/Columbus City Schools - Substitute Teacher (Spring '24 – March '25)

- Implemented diverse lesson plans across multiple grade levels.
- Managed classroom behavior and fostered a positive learning environment.
- Communicated effectively with students and staff to ensure instructional continuity.

Integreon – Workflow Coordinator (November '21 – October '22)

- Developed, modified, proofread, and encrypted data to client specifications
- Coordinated workflow for document processing and quick-turn teams
- Handled sensitive confidential data for SEC, DOJ, EU Commission, ISO, etc.

Williams Lea Tag - Document Production Specialist (February '20 – June '21)

- Developed, modified, and proofread legal documents to client specifications
- Produced data spreadsheets, charts/graphs, mail merges, and presentations
- Handled sensitive confidential legal documents and data

StoneMor Partners - Family Services Advisor (October '19 – February '20)

- Provided options associated with costs while advising clients with financing options
- Sold StoneMor products and services to existing and potential customers and associations
- Provided the highest level of service throughout the sales process

CESD - Industrial Engineer Intern (July '18 – January '19)

- Developed SWOT analyses, reports, and presentations for directors of NASA
- Created presentations for senior executives on various private/public developments
- Transcribed reports for MVB Bank, KeyLogic, NASA, PDC Energy, etc.
- Simultaneously developed multiple analytical projects for numerous organizations

Freedom Ford Lincoln Service Center - Shuttle Driver (June '18 – July '18)

- Drove customers, employees, and parts to and from dealership
- Processed incoming and outgoing vehicles
- Scheduled service appointments for vehicle owners

Quenching Caverns - Store Attendant (May '15 – August '15)

- Purchased, stocked, and sold food, drinks, nicotine products, etc.
- Developed more efficient work processes for employees
- Opened & closed store daily

Landscaping Services - Groundskeeper (Summers '11 – '17)

Engineering Laboratory Experience: Electrical, Computer, Physics, Industrial Systems

General Laboratory Experience: Biology, Chemistry, Physics

PROFESSIONAL SKILLS

Software Skills: AutoCAD, C++, JMP, MATLAB, MS Office Suite, MPL/CPLEX, Java, Python, etc.

Engineering Skills:

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| ▫ SWOT Analysis | ▫ Linear Problem Solving | ▫ Work Sampling | ▫ Workflow Analysis |
| ▫ 5S Strategies | ▫ MOST | ▫ Lean Operations Staffing | ▫ Exceptional Social Skills |
| ▫ Operations Research | ▫ Six Sigma Data Analysis | ▫ SMED | ▫ OSHA Standards |
| ▫ Continuous Improvement | ▫ Process Mapping | ▫ Ergonomic Solutions | |