**Marne Jo Johnson**

**Plymouth, MN 55447**

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**763-360-6870**

**Summary**

Management professional with 18 years experience in process improvement and development. Flexible with the ability to adapt to the evolving needs of the organization. Responsive and service-oriented by nature. Strengths in business organization, Documentation Control systems (storage and access) and process management, engineering and engineering change processes and as well as manufacturing process. Ability to influence others while remaining approachable through collaboration and teamwork. Engage and energize co-workers toward common goals. Lead by example to create followers for change. Pursing an executive leadership role in Operations, business processes or strategy. ISO certified and Lean trained. Most recent specialty has been implementing UDI according to new rules.

**Education**

American International University

Minneapolis, Minnesota

* Summa Cum Laude, BBA in Business and Management, Administration and Marketing. Graduated 07/2005.
* ISO-9001:2015 Lead Auditor Certified – December 2017
* Completed several training courses provided through employment that include

Team-working, client relationships, conflict resolution, human resource issues, ADA, Management Conflict Resolution, Marketing and Sales skills. Communicative Manager training completed (50 hours)

**Professional Experience**

**Medtronic (ITR Group) Inc. 02/01/2020 – 07/10/2020**

Moundsview, Minnesota

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IT, Business System Analyst – Medtronic via ITR contract

Using a hybrid of Waterfall and Agile, Project defunded due to COVID-19

* + Definition, analysis, design, testing, and European deployment of a new Global Portal to capture medical product licenses. Integrates multiple technologies; GS1. GTIN, UDI, MFDS. FDA, and Insight.
	+ Performed full software development lifecycle for enhancements to Regulatory Affairs system, which manages approvals and UDI submission of medical technologies to the FDA.
	+ Executed multiple cycles of system / functional tests and led user acceptance testing (UAT) of UDI system
	+ Requirements, Functional Specifications, test scenario creation.

Tools: SAP Monitor, MicroFocus HP ALM, PPM, MSOffice, Visio, Quality Management, Documentum, D2. SharePoint.

**Geacom 10/2018 – 10/2019**

Medical Device

Duluth, MN

* + Implement quality systems with ISO9001:2015 and Medical regulations.
	+ Create labeling system and several templates for standard labels following size and placement requirements of several agencies.
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**Hamon Deltak Inc. 01/01/2015 – 10/30/2018**

Plymouth, Minnesota

*Hamon Deltak (HDI), part of the Hamon Group since 2011, designs and manufactures Combustion Turbine Heat Recovery Steam Generators and Waste Heat Boilers.*

Business and Process Analyst

* Bentley ProjectWise Administrator /Designer. Move from paper to automated digital workspaces. Design, document and implement and administer Bentley ProjectWise for Project Life Management. Content Documents includes: CAD files, project control, Quality, supplier, schedule, PO’s and CO’s, contracts, financial, standards, and procedures. Monitor documentation and engineering projects to meet established quality standards, budgets and deadlines. Maintain constant dialog with engineering, manufacturing and marketing functions for current and changing needs. Strategic planning for Documentation Control Department role in the company. Lead in transition to new systems and
	+ incorporate systems in new company. Provide requirements for in-house ERP and provide support to users.
	+ Migration from home-build document management to Bentley ProjectWise for native and PDF. Workflows created and maintained. Manage document submittal cycles with suppliers and customers.
	+ Implement tools for business and engineering documentation storage. Document processing workflows for review and approval of documents
	+ Manage documentation transmittal/submittal requirements per customer contract, supplier schedules, approval drawings, quality documents and build schedules.
	+ Develop and publish O&M Manuals for large scale Heat Recovery Steam Generators. Compile and format Quality Record Books for customers.
	+ Work with IT and stake holders throughout the organization to create workflows and process electronic. Work with stakeholders to development requirements and plan for improvements.

**Emerson (now Artesyn Embedded Technologies) 10/99 to 12/31/2014**

Eden Prairie, Minnesota

*Artesyn Embedded Technologies is a global leader in the design and manufacture of highly reliable power conversion and embedded computing solutions for a wide range of industries including communications, computing, healthcare, military, aerospace and industrial automation.*

Engineering Documentation Control Manager, IT – Quality and

* + Develop, document and administer global documentation and engineering change control processes for directing global document control.
	+ Monitor documentation and engineering projects to meet established quality standards, budgets and deadlines. Maintain constant dialog with engineering, manufacturing and marketing functions for current
	+ and changing needs. Strategic planning for Documentation Control Department role in the company.
	+ Assist in transition to new systems and incorporate existing systems in new company. Provide requirements for in-house ERP and provide support to users globally. Travel globally to support systems and users and provide training. Work with SAP, Oracle, BPICS, Stellent as ERP system, PPMs, and PDMs.
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	+ Research, select, design, develop and implement tools for business and engineering documentation storage, change order process and global manufacturing.
	+ Provide monthly applications performance on documentation and engineering change control processing systems.
	+ Design and create Marcom material for custom products (datasheets, technical reference notes, etc)

Quality Label Manager

* + Designed and worked through approval with all agencies. Release final product for mass production and clean shipping and routing through customs. Work with China, Korea, EU and US regulations along with several safety regulations. Managed all labels worldwide for updates worldwide to factories.
	+ Communicate effectively with customers at all levels in the organization. Passed all ISO9001:2008 and 9001:2015 audits.

**Express Scripts, Inc. 11/97 to 7/99**

Plymouth, Minnesota - Print and Project Manager/QA Manager

**Central Parking Systems, Inc. 9/96 to 9/97**

Minneapolis, Minnesota - Administrative Manager

**Metropolitan Transit Police Services 4/94 to 6/96**

Minneapolis, Minnesota - Supervisor, Administrative Services

**Additional Professional Attributes**

Proficient in all Microsoft Office and O365 applications, Windows and MacIntosh software. Experienced with Solidworks, AutoCad Microstation and CodeSoft, Oracle, SAP, Access Database. Experienced with Marketing collateral and Knowledge Management.

**References**

**Dan Tetzlaff** Warren Whitaker **Steve Rice**

Artesyn Embedded Technologies Hughes Peters Hamon Deltak.

Engineering Director Sales Rep Quality Manager

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Michael Longen

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