

# GREGOR WILLIAMSON

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## DIRECTOR OF BUSINESS OPERATIONS

**Proactive, results-focused Operations and General Management Professional** with 17 years' progressive expertise in leadership and problem-solving for global organizations. Strong strategic and tactical planning, organization, and general management qualifications. Keen understanding of business priorities, genuine team player committed to managing operations and projects flawlessly while contributing to revenue-producing activities.

Cross-functional communicator easily interfaces with high-profile staff, vendors, and customers. Versatile, innovative, and loyal management professional able to see the "big picture" while staying on top of all the details. Recognized for consistent success in developing the processes and procedures to streamline corporate operations, increase revenues, and enhance profit performance.

### Demonstrated Core Competencies

Project Management...Start Ups/Turnarounds...Inventory Management...Logistics...Procurement/Purchasing  
Vendor Relations...Ops Management...Web Design...AP/AR...Cost Accounting...General Ledger...Client Relations  
Presentations...Product Marketing...Event Planning...Customer Service  
Employee/Labor Relations...Policy Development

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## PROFESSIONAL EXPERIENCE

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**RF Extreme, LLC**, Haverhill, MA

2007–1/2010

*RF Extreme is a division of Vitec Group PLC, a worldwide provider of products and services to the broadcasting, entertainment, and photographic industries, and generated global sales of \$500M.*

### BUSINESS MANAGER

Selected to develop strategic plans for operations across all states in the U.S., including Puerto Rico, Guam, United States Virgin Islands, Canada, Mexico, Latin America, and Europe. Led organizational development and the exploitation of synergies, lessons learned, and best practices. Held full responsibility for all activities associated with monitoring, controlling, and increasing efficiency and financial health of RF Extreme.

Managed day-to-day operations, purchasing, financial performance, manufacturing, logistics, and inventory control. Coached, mentored, and motivated 2 direct reports, and acted as a source of expertise to enhance their skills. Provided accountability to CFO for all WIP and open sales orders on a quarterly basis.

### Delivered Results:

- Recognized as a valued team member of the ERP system migration team for three sites using distinct accounting/ERP protocols, worked closely with sites for planning and execution, and successfully completed the project before the targeted completion date.
- Saved the company 53% in net costs, acted as the key driver sourcing PCB First Assembly House to populate boards of company designs utilizing RF Extreme product manufacturing.
- Engineered workflow optimization processes by developing, organizing, and monitoring overall work schedule and rebalanced workload through weekly operational planning meetings to ensure timely deliverable.
- Structured a sophisticated vendor management program with measurable quality, productivity, and efficiency objectives, including establishing new account terms, managing requisitions, gathering competitive bids, and negotiating pricing.
- Evaluated comprehensive financial data, and generated, distributed local financial reports to various corporate departments, including monthly variance analysis prepared especially for the CFO.
- Conceived and implemented continuous improvement processes for an engineer-to-order production environment, and improved efficiency throughout all core process mapping, part numbering, BOM creation, purchasing and routing.

**Microwave Service Corporation (MSC), Haverhill, MA**

1996–2007

*MSC provides microwave radio repairs, sales and equipment rental for the broadcast industry.***BUSINESS MANAGER**

Acted as the primary point of contact for MSC customer service, driving organizational initiatives by resolving issues in a timely manner, and ensuring overall customer satisfaction. Partnered with senior leadership to translate business strategies into tactical action plans to execute key strategies and operational objectives. Scope of responsibilities also includes managing daily business operations, including A/P, A/R, human resources, customer service, purchasing, shipping/receiving, and inventory control.

**Delivered Results:**

- Seamlessly orchestrated February 2001 site relocation with minimal impact to business, planned and coordinated all aspects of the move such as site selection, building renovation, permits, interior workflow design, cable/telecomm/sprinkler/security systems transfers and installations, inventory, packing, moving, warehouse set-up, and communications with customers and vendors.
- Played a major role creating and organizing the National Association of Broadcasters (NAB) trade show in Las Vegas, each year from 1997 through 2007.
- Acknowledged for singlehandedly accelerating the business from start up to more than 750 active accounts in 2007 by leveraging existing relationships, maximizing strategic marketing initiatives, and relentlessly pursuing client referrals.
- Actively participated in executing the business plan, built organizational structure, new Web site, and contributed vision and thought leadership during startup and growth phases.
- Cultivated and nurtured strong and sustainable relationships while serving as the single point of contact for all national TV station engineering departments across the nation, including ABC, NBC, CBS, and Fox networks and affiliates. Also, enhanced market awareness and drove long-term business development efforts.

**EARLY CAREER:****OFFICE MANAGER:** JSB Service Company, Ipswich, MA (1993–1996)**INTERNATIONAL OFFICER:** Security Pacific Bank N.A., Los Angeles, CA (1989–1991)

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**EDUCATION**

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**MBA, Business Administration, 1993**

HERIOT-WATT UNIVERSITY, Edinburgh, UK

**BA, Economics, 1988**

CALIFORNIA STATE UNIVERSITY, Sacramento, CA

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**PROFESSIONAL AFFILIATIONS**

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Member, American Production and Inventory Control Society (APICS)

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**TECHNICAL SKILLS**

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ERP Systems: Sage (MAS 200); Macola (Progression 7.7)

Accounting Software: QuickBooks Pro 2009