

# Andrea Sitler, PhD



## Name

Andrea Sitler, PhD

## Areas of Practice

- Accounting / Bookkeeping
- Logistics
- Analysis
- Redundancy Elimination
- Regulatory Compliance
- Budgeting / P&L
- Profitability Studies
- Loss Detection and Prevention
- Business Process Reviews
- Project Management
- Executive Management
- Business Development/Improvement Planning
- Software Trainer
- Global Business Management
- Customer Service and Retention

## Industry Lines

- Transportation
- Petrochemical
- Manufacturing
- Retail Sales
- Retail and Wholesale Distribution
- Energy and Utilities
- Environmental
- Telecommunications
- Technology
- Government

## Computer Applications

- QuickBooks / Quicken
- MS OFFICE
- Oracle / SQL
- Peachtree
- Lawson Inventory
- SAP HR
- Remedy / Oasis
- Gold Mine
- Print Smith
- Proprietary Software

## Education/Qualifications

**Berkshire University, London, UK**  
**Summa Cum Laude Graduate**

- BS Logistics Management / Environmental Management
- MS Environmental Management
- DS Global Business Management

## Professional Experience

Dr. Sitler's background consists of a diverse 27 year career in Safety Management, Logistics, Analysis, Accounting, Business Management and consulting. Areas of expertise include financial management, P&L, general controls reviews, process assessments, project management, matrix design, hazmat clean-up, loss prevention and recovery, OSHA / DOT regulation compliance, logistics and IT management. Various positions have been held at levels of Vice President, Director and other senior level positions as well as advisor to C-level and Board of Directors / Shareholders.

## Principal Areas of Practice

- DOT / OSHA compliance
- Audits
- Logistics (International, Domestic and Global)
- Analysis; Financial, Business, compliance
- Computer installs and BETA testing of software / websites.
- Detailed process assessments addressing operational, organizational, financial and technical effectiveness and efficiency of critical corporate processes including the preparation/establishment/implementation of KPIs, matrixes and identification of deficiencies, redundancies and other opportunities for improvement.
- Regulatory Compliance (EPA, DOT, OSHA, NRC, FMCSR, ICC, Storm water Commission, PUC, state bodies, IATA and more)
- Hazmat Spill / disaster recovery and clean-up.
- Loss Prevention and Recovery
- Software trainer
- Business development and redundancy elimination

## Major Projects

### Northrop Grumman: F-14 Program

- Businesses have hired me as a consultant to find lost within their companies and implement a remedy
- Cut Northrop Grumman's F-14 operations budget by 50% (.25 Billion saved) through discovery of deficiencies, redundancy and excessive expenditures.
- Reduced and maintained suspense hours to lowest level ever (government contractual billing) using cost accounting skills
- Contract extended due to excellent job performed
- Requested by Lead Technician to be her assistant in the roll out of Windows 2000 and general system upgrades
- Assisted in combating the "I love you" virus attack

### Bryan Texas Utilities

- Set up fleet maintenance program including computer tracking with db import for improved fleet management and tracking
- Merged, imported and populated database for new software program
- Optimized, organized, designed required queries, de-bugged and readied Express Maintenance Program for usage
- Created a manual and trained the trainers on software usage
- Resulting in reduced downtime, optimized equipment usage and a 10% reduction in the maintenance budget.

## DOT Training & Regulatory Compliance

- Established DOT compliance and training for several trucking companies
- Resulting in a reduction of accidents / incidents, raised safety ratings, reduced insurance premiums, reduced log book issues / fines and safer drivers
- Worked with PUC, EPA, OSHA, DOT and other regulatory bodies to maintain compliance with large, established HHG company
- Handled filings, training, audits and responded to information requests representing the company as needed in and out of the courtroom.



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## Major Projects (continued)

### Verizon Business DSL Rollout

- Aided in deployment of Business DSL division
- Launched whiteboard for Business DSL division allowing incidents to be easily recorded and readily tracked in one place and format for usage through out the entire help desk system of Verizon and all associate enterprises
- Established the whiteboard for tracking DSL failures during the roll out of the Verizon Business DSL division. This allowed for the analyzing of failures reducing DSL failure by 50%
- Trained personal on usage of system
- Coordinated the daily operations of Morning Call
- Troubleshoot web site; assisted in designing web site; maintained web site for Morning Call trouble reporting program as well as the servers that provided the site
- Maintained secure web site compatible with both intranet and internet users
- Analyzed and documented system failures per division
- Insured connectivity and consistency when viewed through IE or Netscape
- Co-author of Whiteboard usage manual
- BETA tester of new tracking system
- Website manager

### Global Fleet Tracking Project

- I am certified as an expert in Excel. In January I completed a year long project for a global logistics firm.
- Built a highly complex Excel workbook with nested formulas that ran off a SQL server.
- Wrote macros and edited them in Visual Basic.
- Pivot tables were a big part of this project for the information displayed was pulled from hidden pivot tables buried within this 50+ sheet workbook as well as from other linked workbooks.
- The main workbook would automatically update every hour. The SQL server in Sweden would gather information from five different programs ran in 47 global locations then take 10 minutes to refresh the sheet with new, real time data sent back to the global user.
- I was one of the three architects on this project.
- I was also the BETA tester.
- The data size of the worksheet was massive (>10,000 MB). Additional memory (2GB) was added to the machines that would view / run this worksheet to keep them from freezing up.
- Trained users on troubleshooting and usage
- This project also consisted of solving a time consuming order entry issue which was resolved through software editing and linking of information for time reduction from 25 minutes per order to approx. 5 minutes per order entered.

### ISO Certification

- Establish procedures and document polices to qualify a trucking company for ISO certification.
- These new contract opportunities moved the company out of the red through a >30% increase in traffic lanes

### Analysis and Information Collection

- Designed claims and transportation cost collection system for Fortune 500 Company to analysis claims data and transportation costs
- Designed transportation matrix to track global transportation costs and compare for most cost efficient shipping method / company selection

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## Major Projects (continued)

### Genemco

- Set up safety and DOT compliance in accordance with FMCSA guidelines for new trucking division.
- Trained driver(s) in DOT compliance for flatbed hauling and HOS
- Acted as safety director with monthly safety newsletter and audits
- Implemented drug testing and training
- Maintained sister websites for maximum expose of product line
- Increased distribution lanes
- Minimized delivery times
- Decreased deadhead through location of backhaul loads
- Increased customer satisfaction/retention and increased profits

## Accomplishments at BPAC

### BPAC

- Installed a computer network and automated BPAC allowing for global growth through improved communications and tracking.
- Trained staff on new software usage
- Interfaced with clients, negotiated contracts, created and implemented business development plans, resulting in growth of global business in excess of \$120MM.
- Reduced BPAC's freight claims by 85% through reporting and better tracking methods.
- Improved safety programs through further employee training, heightened safety awareness and awards programs. Results: 10% reduction in 1st year of safety related issues; netted >50% reduction in safety related issues overall (e.g. Worker's Comp. claims, warehouse incidents, road accidents)

### MAJOR EXPANSION PROJECT at BPAC

- Expanded business past the normal 80/20 to ensure diversity of revenues through Safety policy / program development, implementation / enforcement through the establishment of a written DOT compliance program, OSHA program and drug testing program which increased our marketability by proving our commitment to safety
- Expanded to new warehouse (125,000 sq ft) – designed layout of new warehouse and business elements.
- Expanded business model to include: Driver leasing services, 3PL expansion, warehousing services (almost tripled our revenues in 2 years from \$35m to \$97m)
- Managed risk and prevented losses through the establishment of secure room policies, chain of custody for shipments and accountability. Major results: 90% reduction in OS&D claims, cargo loss reduced to <1% annually.
- Establish a global network which gained us >\$5m/annual revenues.
- Test market of 2 additional terminals (Houston and Anaheim) due to increased business and lanes.
- Recruit top O/O, contractors and staff to reduce overall turn over, improve job satisfaction and increase profits due to reduction of need to train and attract new talent.
- Oversaw Operations of Terminals, warehousing activities including bonded, specialized, import/export (Customs), HAZMAT, household and pharmaceutical freight
- Established secure area / room
- Wrote policies and established standards for performance measurement
- Result: 3 new large accounts and the expansion of our fleet into the haz-mat and petrochemical industries.