

CAMERON DAVIES

Engineering Manager

CONTACT

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EDUCATION

BACHELOR OF SCIENCE IN
ENGINEERING |
ENGINEERING MANAGEMENT
Arizona State University | 2018–
2023
Summa Cum Laude

CERTIFICATIONS

Six Sigma Green Belt
Lean Green Belt

FREELANCE

Transcription
Bookkeeping
Online Sales
New Business Consulting
Research
Code Compliance
Event Planning

SKILLS

Conflict Management
Process Improvement
Team Management
System Implementation
Project Management
Leadership & Collaboration
Working through VUCA
Knowledge Management
Mindfulness
Efficient & Adaptable
Persevering
Communication &
Engagement Techniques

MS Project, Smartsheet,
Asana, BIM 360, Basecamp,
Lucidchart, PlanGrid

Knitting and Pattern Design
Genealogy
Mentor
Mom

PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT to US Project Manager

East & West Alum Craft Inc | San Diego, CA | 2017-2018

- Established HR compliance policies, leading to the resolution of labor disputes and reduction of penalties. Completed employee onboarding and managed payroll for 20-30 employees.
- Updated financial records, oversaw financial audits, and improved financial management systems. Improvements saved tens of thousands of dollars by resolving ongoing disputes with external parties, reducing discrepancies, and improving reporting standards. Worked closely with CFO to implement changes and improvements.
- Strengthened relationships with partners and vendors, resulting in cost savings by the reduction of penalties and increased collaboration and account standing.
- Minimized regulatory risk and liability by strengthening standardization, increasing understanding and adherence to safety and jobsite requirements, and improving reporting and oversight.
- Reduced error and schedule slips by digitizing field data, maintaining workflow spreadsheets, managing permitting and submittals, and cultivating effective communication strategies with on-site personnel.

PRINT PRODUCTION SPECIALIST

Private Company | San Diego, CA | 2017-2017

- Digitized evidence and material for trust and medical litigation.
- Printed and prepared government project plans and client marketing material.
- Monitored printing progress, identified risks, and took corrective action as needed.
- Handled confidential and sensitive information with discretion and tact.

FOUNDER, OWNER

Bright Coffee & Roastery | Monterey, CA | 2012-2016

- Developed and implemented business plans and budget. Created bar design, roast profiles, recipes, and shop branding.
- Primary business contact, roaster, accountant, HR, maintenance, and operations manager.
- Successfully negotiated compliance regulations resulting in over \$60,000 savings in startup costs and impacted the regulatory process resulting in easier entry for similar businesses.
- Established employee training practices that increased employee value across local industry.
- Collaborated with local artists, photographers, and designers for special events, limited edition apparel, and promotional opportunities.
- Increased local competition and improved the overall quality of local products.

CO-OWNER

Zimm Metalworks | Monterey, CA | 2012-2015

- Monitored project progress throughout entire lifecycle, identified risks, and managed constraints.
- Verified quality of deliverables and conformance to specifications before submitting to clients.
- Reduced project costs by sourcing and managing vendors and material procurement.
- Completed multi-state tax and business structure forms in compliance with legal regulations.
- Handled day-to-day accounting processes to drive financial accuracy.

INTERNSHIP

PROJECT MANAGER & TEAM LEAD, Client Process Optimization

A New Leaf | Phoenix, AZ | 2022-2022

- Created detailed process flow maps for multiple programs.
- Identified and documented core KPIs. Established baseline process metrics.
- Improved process codification and standardization, and reduced communication barriers.
- Created project workflows and spreadsheets for program directors.
- Researched regulatory, partner, and vendor requirements and presented to department directors.
- Recipient of 2022 Intern Advocacy Award.

VOLUNTEER

FINANCIAL SECRETARY & FOUNDING MEMBER

Women's Auxiliary Local 1904 | San Diego, CA | 2019-2022

- Created internal social network, meeting documentation, and financial statements.
- Helped establish charter. Revised constitution, bylaws, and mission statement.
- Event planning and growth strategy.