



**Tracy Stout**

Production Manager

Foresite, Inc.

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**Professional Experience:**

1997 - Present Foresite, Inc. – Kokomo, IN  
Production Manager, ISO Management Representative

- Supervises production team staff.
- Coordinates the work activities of the production team to accomplish tasks to meet scheduled timelines.
- Creates and implements new employee orientation and training for production team.
- Maintains training records of production team.
- Manages production budget, project costing information and standard reporting to Foresite Officers.
- Maintains the Foresite database system and oversees timelines and accuracy of data entry by production team members.
- Performs the responsibilities assigned to the ISO Management Representative, including: ensuring compliance of quality program, maintaining correct documentation throughout the facility, releasing new procedures, forms and work instructions, management reviews and maintaining certification.
- Review the standard to determine time frame, funding limitations, procedures for accomplishing the project, staffing requirements and allotment of available resources to various phases of project.
- Confers with project personnel to provide technical advice.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Prepares progress reports for management.
- Conducts review of quality system at defined intervals and reports the results to senior management.
- Coordinates project activities with external parties on matters relating to the quality system.
- Foresite is ISO 9001:2000 Certified



## Training

2004 Eric Camden, Foresite, Inc

- Lab Specialist Training

2003 Mark Waterfill

- Human Resources Management Training

2002 California ISO 9000 Consulting

- ISO 9000:2000 Training

2002 Woody Luecke, Foresite, Inc.

- Purchasing Procedures Training
- Work Instruction Training

2001 Woody Luecke, Foresite, Inc.

- Internal Auditor Training

2001 IPC Program

- ESD Awareness Training

2001 Woody Luecke, Foresite, Inc

- Continuous Improvement Training

## Education

- *Indiana University* Kokomo, Indiana: 1994, Bachelor of Science in Business.