

Michael E. Lyons

Permanent Address:

5070 Springdale Road
Cincinnati, Ohio 45251

Cell: 513.404-9960

Email: lyonsmo@mail.uc.edu

EDUCATION

2006 – 2012

University of Cincinnati; Cincinnati, Ohio
College of Business

2002 –2006

LaSalle High School; Cincinnati, Ohio

EMPLOYMENT

2012-present

University of Cincinnati
Program Coordinator
NSF I/UCRC for
Intelligent Maintenance Systems (IMS) Center

2009-2012

University of Cincinnati
NSF I/UCRC for Intelligent Maintenance Systems
University of Cincinnati

- Coordinated the 6th Annual World Congress on Engineering Asset Management (WCEAM) - Focused on creating, constructing, executing and hosting the WCEAM.
- Coordinated and conducted an IMS Center workshop over a three week period with Industrial Technology Research Institute (ITRI). Included organizing each aspect of visitor's stay, such as planning and scheduling training each day at University of Cincinnati for 20 guests from Taiwan. Also, planned events, meals, and lodging for guests.
- Introduce potential new companies to IMS Center with the hope of possible membership. Also, help to maintain relationships with current IMS Companies to continue to build upon past successes and accomplishments
- Coordinate meetings with outside industry members of IMS and coordinate conference calling between companies and the IMS Center.
- Coordinate with new, incoming IMS students to ensure they are prepared to begin at UC and at the IMS Center.
- Help to educate the new, incoming IMS students on the University of Cincinnati as well as IMS Culture, by hosting a new student orientation each semester, to ensure that the new students understand the UC and IMS expectation, as well as answer any questions they may have.

2007 – 2009

Frederick Steel, Cincinnati, Ohio
Purchasing Department – Co-op student while studying at the
University of Cincinnati

- Worked as assistant for purchasing steel from around the US and coordinated purchasing and delivery of over \$1M in steel
- Responsible for coordinating with Purchasing Manager about inventory levels, which products needed to be purchased, and what vendors had the product in stock at the lowest price.

- Also responsible for contacting vendors with queries on pricing, shipment dates, and tonnage of steel to be purchased and at times purchasing the steel with the use of Purchase Orders
- Responsible for reviewing invoices and communicating with the accounting department on any issues or irregularities.
- Coordinated with the sales department on outgoing sales, to be able to better predict product shortages. Would then report these shortages to the Purchasing Manager before contacting vendors for purchases of the products.
- Surveyed company to predict which areas and types of steel would soon be needed. Next, I coordinated the purchase of the steel from multiple vendors throughout the United States. Was at times responsible for purchasing the product and coordinating the type of steel, the arrival date of the steel, the tonnage of the steel, and the price of the steel with the factory and with the accounting and purchasing department.

ACTIVITIES

2006 - 2009

Alpha Tau Omega Fraternity

2008

ATO Leadership Scholarship

2007-2008

Secretary – In charge of recording meeting minutes; keeping track of important dates, times and events. In charge of relaying the minutes to the fraternity and national headquarters. Updating rosters and information on incoming members. Front table office with decision-making responsibilities.

2006-2007

Executive Member at Large – Executive Board of the fraternity making important decisions concerning issues that arose throughout the chapter.

COMPUTER SKILLS

Microsoft Word and Excel Programs, PowerPoint, Access, SAP, Internet applications, knowledgeable in Windows.

REFERENCES

Available upon request.