

Cody Dobbs, MBA PMP

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Education

M.B.A. Information Systems, Ashford University

B.A. Finance, Ashford University

Qualifications & Training

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|--|--|--|--|
| • Project Management Professional | • EPRI Nuclear Utility Procurement Training | • DCPD Intake Foreman's Assistant | • DCPD Radiologically Controlled Area Access |
| • DCPD Confined Space Supervisor Qualified | • Member of INPO Parts & Work Management Group | • DCPD Facilitative Leadership / Crucial Conversations | • IBM Data Science Certificate |
| • Amazon Web Services Cloud Practitioner | | | |

Relevant Experience

Pacific Gas & Electric Company, DCPD

6 Month Rotational Role - Procurement Technical Specialist 2026 – Present | Diablo Canyon

- Create material codes in SAP (analyze technical documents & review functional location requirements)
- Create repairable material purchase requisitions (offsite calibrations, repairs, set point adjustments, etc.)
- Problem solve material technical requirement details with limited information
- Determine stocking levels, shelf life requirements, and material purchasing strategies
- Collaborate with commercial buyers, warehouse material handlers, engineering, vendors, and manufacturers
- Assist with coordination and implementation of RPE (replacement part engineering)

Senior Procurement Specialist [Material Coordination Team Lead] 2023 – Present | Diablo Canyon

- Member of INPO Parts & Work Management group, represent DCPD during meetings remotely and in Atlanta
- Assist with Department TIP goal development and implementation
- Train and review work of other coordinators, create/improve work instructions, job aids, and processes
- Lead the team to complete outage related milestones, and meet daily work milestone expectations
- Initiate and foster cross-functional collaboration between Procurement, Planning, and Work Control
- Ensure compliance with administrative and procedural Supply Chain requirements
- Manage Microsoft Access Database, report on metrics, provide regular and ad-hoc reporting
- Document Microsoft Access & SAP processes in preparation for SAP upgrade to S4/HANA
- Prioritize work for Commercial Buyers, Technical Specialists, and Quality Receipt Inspection team
- Determine when quality related parts are necessary given work scope, system, and functional location
- Write notification tasks to appropriate work group to evaluate material complications or restrain work orders
- Host internal meetings to facilitate material availability and convey team priorities
- Attend regular Daily & Outage Work Control meetings, address material roadblocks, solutions, and scheduling
- Provide superior customer service for any department that requires materials for work
- Work alongside Business Analysts on data cleanup, presentation, and special projects
- Provide Finance department with data for material usage, returns, forecasting, costs, outage comparisons, etc.
- Manage on-site material rebuilding: write notifications, create work orders, coordinate with scheduling
- Work independently with only general direction

Materials Handler

2022 – 2023 | Diablo Canyon

- Handle material movements electronically in SAP, and physically deliver to all groups within DCCP
- Created a shared spreadsheet to track Hot/Emergent material pickup
- Stock materials received from vendor, cycle count inventory for accuracy
- Process repairable and blocked inventory. Determine next actions and owners
- Problem solve material, storage, and delivery issues, handle emergent needs
- Receive material, check for special instructions, and conduct receipt inspection activities
- Determine that material received/issued adheres to purchase order requirements, and is acceptable for use
- Conduct analysis of all available storage locations at main warehouse, and consolidate where possible
- Cover lead position regularly during swing shift, taking ownership of warehouse activities with limited supervision

Data Analyst, San Luis Obispo County Health Agency

2021 – 2022 | San Luis Obispo

- Write dynamic SQL queries for data reporting, create visualizations and KPI dashboard for leadership
- Manage compliance of U.S. Web Accessibility laws and CFR Title 42
- Advise on UI changes to client facing portals and website changes
- Manually create and edit online forms used by psychologists and psychiatrists when assessing patients
- Create custom formulas and add logic to professional forms to calculate risk or likelihood for diagnosis
- Work with software company representatives on product and process improvement
- Update contract language to reflect regulatory changes
- Act as the subject matter expert for RFQ on database software contract bidding/negotiation process
- Aggregate SLO County Health data and create reports to fulfill CA State reporting requirements

Operations Manager, Ball Tagawa Growers

2019 – 2021 | Arroyo Grande

- Work with suppliers and sales reps to maintain mutually beneficial relationships and contracts
- Welcome suppliers and fellow growers to tour our facility and share learning opportunities and industry standards
- Visit grower events to learn about suppliers, check for shared quality issues and potential improvements
- Document and trend quality issues alongside Master Grower, for analysis and for industry knowledge
- Forecast sales, material requirements planning, and cost analysis for practicality and cost-effectiveness
- Determine best use of greenhouse space by analyzing costs, growing timelines, and resource availability
- Product Receiving (shipping logistics, quality checks, automation, proper documentation)
- Manage Live Tissue Culture Program and ensure international licenses were sufficient, compliant, and up-to-date
- Lead internal meetings and performance reviews for a crew that grows during peak seasons

Operations Coordinator, Purnell Gear

2017 – 2018 | Santa Barbara

- Oversee shipping and receiving, manage stocking levels, process orders
- Manage website design, functionality, customer interactions, and Google Analytics
- Inspect all incoming shipments for factory errors, misprints, poor workmanship, etc.
- Collaborate with Purchasing Manager, Controller, and owner on business direction, processes, and procedures
- Travel to represent the company in B2B settings, maintain supplier relationships, and score performance
- Meet with textile companies alongside Product Manager regarding raw materials for clothing
- Transfer and account for materials at two warehouse locations

Office Manager, Compass Health, Inc

2014 – 2017 | Grover Beach

- Manage bookkeeping and accounting for several business locations
- Purchase office and medical supplies, manage inventory, receiving, and product quality
- Maintain relationships with banks, vendors, and distributors
- Ad-hoc reporting for Finance and HR departments using SQL and Excel
- Interview, hire, train, and advise new employees. Lead employee performance review meetings
- Develop new hire orientation Powerpoint, presenting weekly
- Hire and manage multiple office staff to oversee bookkeeping and petty cash handling activities
- Daily quality check of bookkeeping practices, and ownership over financial accountability for all staff
- Daily audit of each employees work and true-up with petty cash balances at end of the shift

Relevant Skills

Supply Chain Process

- Procurement Technical Review
- Warehouse Operations
- Shipping / Receiving
- Quality Control
- Change Management
- Material Coordination

Quality Inspections

- Nuclear Materials
- Live Tissue Cultures
- Fabrics / Textiles
- Medical Supplies

SAP

- Data Management
- Supply Chain
- Material Demand
- Work Control
- Quality
- Technical Review
- Greenhouse Space Allocation,
- Shipping / Receiving

Excel, Access, SQL

- Lookups
- Power Pivot
- Functions
- Visualizations
- Queries
- Macros
- Data Aggregation

Supplier Management

- Strategic Relationships
- Improvement Strategies
- Performance Reviews
- Defect Reporting
- Technical Collaboration
- Replacement Part / Like-For-Like Communications

Material Requirements Planning

- Cost Analysis
- Needs Assessments
- Business Case Reviews
- Raw Material Requirements
- Stocking Levels
- Shelf Life Reviews
- Planning / Scheduling Maintenance Work
- Refurbishment Coordination

Compliance Management

- 10 CFR 50 Part 21 and Appendix B (Nuc Quality)
- CFR Title 42 (Public Health)
- Web Accessibility
- Generally Accepted Accounting Principles
- Export Licensing (for Live Tissue Cultures)
- Diablo Canyon Policies & Procedures

Communication

- Written and oral
- Technical
- Presentations
- Hosting Meetings
- New employee onboarding presentations
- Crucial Conversations