

# Carol M. Van Tine

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## SUMMARY

Extensive experience in manufacturing and providing customers with the personal service they desire enhanced by knowledge accumulated from manufacturing operations and planning experience. Proven skills in the following areas:

- Planning
  - Analyzing data
  - Team Building
  - Communications
  - Organization
  - Microsoft Excel, Word
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## EXPERIENCE

**KAYSER-ROTH CORPORATION**, Greensboro, NC  
Global Manufacturer of Socks & Hosiery

**April 2005 – November 2009**

***Associate Business Manager***

*February 2009 – November 2009*

Responsibilities included:

- Supported the Director of Special Markets to maximize off-price business and continuity programs. Provided analytical support and developed business strategies. Tracked sales vs. budgeted forecast of \$19,000,000.
- Supported the private label Account Managers to maximize sales with private label programs. Provided analytical support and developed business strategies. Tracked sales vs. annual budgeted forecast of \$8,300,000.

***Associate Business Manager – Private Label***

*April 2005 – February 2009*

Responsibilities included:

- Established relationship with account managers and private label accounts for the D&S private label business. Accounts included Kohl's Simply Vera Vera Wang, Nike, and QVC.
- Provided administrative and analytical support to the account manager and was the liaison between operations, sales, and customers. Tracked sales vs. annual budgeted forecast of \$8,300,000.

**GALEY & LORD INDUSTRIES, INC.**, Greensboro, NC  
Global Textile Manufacturer of Polyester/Cotton Blend Fabric

**1988 – 2004**

***Strategic Customer Service/Planning Manager***

*2002 – 2004*

Responsibilities included:

- Established a working relationship with customers to assure their orders were shipped as requested and/or scheduled
- Communicated with the warehouse and forwarders to confirm orders are shipped
- Planned and scheduled customers orders with the manufacturing facility
- Maintained an effective and ever changing relationship with customers as the company emerged from bankruptcy

- Communicated and maintained a relationship with the sales force to keep the lines of communications open with the customers.

***Forecast Coordinator/Planning Manager***

1988 – 2002

Responsibilities included:

- Changes dictated by the changing needs of the company resulted in additional responsibilities
- Planned the dying and finishing of fabric based on the customer's order
- Contributed to the development and streamlining of the on line availability system as the company needs dictated

**BURLINGTON BLENDED FABRICS, Greensboro, NC****1971 - 1988**

Division of Burlington Industries

***Forecast Coordinator, Greensboro, NC***

1986 – 1988

Responsibilities included:

- Coordinated with the greige planning area the availability of fabric for the customer's orders.
- Managed and coordinated the Sales Forecast totaling over 80 million yards a year for the division
- Executed objectives through manufacturing as capacities permitted by managing the day to day functions of inventory management in coordination with customer's orders

***Forecast Coordinator, New York, NY***

1982 – 1986

Responsibilities included:

- Managed and coordinated the Sales Forecast totaling over 90 million yards a year for the division
- Coordinated with the greige planning area the availability of fabric for the customer's orders
- Contributed to developing electronic fabric availability system and communication lines to advise manufacturing of processing needs.

***Allocator/Planner, Rockleigh, NJ***

1971- 1982

Responsibilities included:

- Planned the dying & finishing of greige fabric manually issuing orders to manufacturing facility
- Manually tracked customer's orders, providing details to planning area to issue orders to manufacturing facility

**KURT VAN TINE APPRAISAL SERVICE, INC., Greensboro, NC****1991 - Present**

Residential Real Estate Appraisal Company

***Office Manager – Part Time***

Responsibilities included:

- Perform various office functions related to payroll, taxes, and accounting.

**VOLUNTEER ACTIVITIES**

Participant/Fund Raiser American Cancer Society, Relay for Life, Greensboro, NC

**EDUCATION/TRAINING****B.S.**, Ramapo College of New Jersey, Mahwah, NJ**A.A.S.**, Bergen Community College, Paramus, NJ

Certified QuickBooks Pro 2009

Kepner-Tregoe Dimensional Management Training

North Carolina Licensed Real Estate Broker