



# Douglas M. Keith, Jr.

## Accounting Specialist and Information Manager



Doug's internal duties include managing MANTEC's accounts payable, accounts receivable, and other tactical finance functions; leading MANTEC's administrative team; and supporting operations and senior management with data extraction and analysis. Since joining MANTEC in 2005, Doug has been integrally involved in numerous continuous improvement teams and strategic initiatives, and he holds a certification in LEAN process improvement methodologies.

In 2010, Doug was awarded the MEP Unsung Hero Award, a national recognition of his behind-the-scenes efforts in database report writing, organizational metrics, accounting, administration, and other support. He has also received numerous accolades for academic excellence and holds a Bachelor of Science Degree in Accounting from Central Penn College.

Doug serves as MANTEC's internal expert in Crystal Reports, a computer application which allows the organization to easily turn raw database inputs into real-time business intelligence. He has honed an advanced skill set with this program, in which he has received formal training in addition to more than six years of hands-on experience using, modifying, and creating more than 1,000 custom reports. Doug is available to assist clients to capture the dramatic improvements and efficiencies that can be gained through the proper application of this powerful tool.

Doug also has experience facilitating and maintaining Disaster Recovery and Business Continuity Plans both within MANTEC and with our manufacturing clients. Additionally, he supports the online survey facilitation and report generation of the Biz Scan Assessment, a service which helps MANTEC clients measure their businesses against best practices and create a prioritized, strategy-based action plan forward.

Please feel free to contact Doug directly by e-mailing [Doug@mantec.org](mailto:Doug@mantec.org) or by calling 717-843-5054 x225.