

Engineering Support Specialist

ROBERT SMITH

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Objective

Results-oriented professional with strong analytic, organization, communication, and computer skills with a diverse background in the pharmaceutical, financial, and entertainment industries in Procurement and Office Facilities.

Skills

Strong Interpersonal, Excellent Communication.

Work Experience

Engineering Support Specialist

ABC Corporation - 2009 - 2013

- Responsible to provide purchasing and administrative support for Maintenance, Engineering, and Capital projects.
- Created and expedited purchase requisitions for work orders, preventative maintenance, calibrations, HEPA testing, and capital projects.
- Provided follow up with vendors for order confirmations and deliveries, change orders, goods receipts, and invoice reconciliation.
- Created and provided monthly capital spend reports to project managers.
- Provided Safety with monthly utility-reports for Terminal Road and Livingston Avenue sites.
- Provided vendor management for uniform services (Cintas), pest control (Western Pest), and housekeeping (DS&B Maintenance).
- Maintained and updated Manufacturing's equipment spare parts inventory.

Engineering Support Specialist

Delta Corporation - 2007 - 2009

- Supported multiple managers and their technicians, supervised and reported for a fleet of 75+ vehicles, participated in disaster recovery .
- Develop, support and improve production lines Develop and troubleshoot various circuits and fixtures(for mechanical parts) Use manual test equipment .
- Study and understand business requirements to make sure the product meets customer standard Tracking testing activities and complete daily reports.
- May 2013-Present - Developed and manage procurement tracking database to ensure budget and schedule compliance - Developed build and test procedures .
- Created drawings for cables, line replaceable units, and vendor supplied parts using AutoCAD, CorelDraw, and Visio.
- Created production assembly instructions, outline drawings, and source control drawings for aircraft installations.
- Assisted document control with processing and submitting prototype release notices and engineering change orders using Arena PLM.

Education

Bachelor of Science in Environmental Design (Architectural/Interior Design) - (State University of New York College at Buffalo - Buffalo, NY)