ROBERT SMITH

Field Materials Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Ability to explore several different areas of the company and challenges my capabilities. Career to devote my total efforts into and see rewards that my company will receive. Also, to pursue a career that will allow my work knowledge to expand, in conjunction with on going training, to achieve personal and professional goals.

CORE COMPETENCIES

Microsoft Systems, RSO, Safety Managment, Hazardous Waste, SAP Systems, BATC, OSHA 30, OSHA 10.

PROFESSIONAL EXPERIENCE

Field Materials Coordinator

ABC Corporation - July 2014 – March 2016

Key Deliverables:

- Provided project material status, tracking reports and systems to support project needs and schedules.
- Involved in all aspects of field material management starting with the completed Field Material Request, tracking the requests for correct delivery deadlines and approvals, entry of data into the material system database (SAP), coordinating with procurement department for material orders, issues and status, receiving material both physically and electronically in the database, staging, and issuing.
- Helped to identify and resolve material problems in a timely manner to avoid construction schedule delays and cost impact.
- Performed responsibilities in accordance with established policies, plans and procedures to effectively coordinate on-site efforts in support of the Material Supervisor and client project requirements Assist in the resolution of defective material issues, shipment discrepancies and non-conformance with buyers and suppliers.
- Notified interested parties of damage in transit and arrange for damage inspections required or implied by the terms of shipment and initiate and follow freight claims through to satisfactory resolution.
- Communicated with vendor and clients Shipping, receiving, inventory placement by project.
- Compiled and maintained manual or computerized records, such as material inventory, in-process production reports, and status and location of materials.

Field Materials Coordinator

Delta Corporation - 2012 – 2014

Key Deliverables:

- Pump Technician II Shop Lead Oversee maintenance on frac pumps in the whole Permian district, shop staff coordination for current and future jobs.
- Construct cement jobs using Excel and Halliburton PLC software.

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- Maintain inventory of all material in warehouse and in silos.
- On-call 24/7 Work in SAP software performing various movements of product and other procedures.
- Communicate through Microsoft outlook and IM to get tasks done quickly and accurately.
- Support the Operations and Maintenance field crews supplying the necessary materials to meet the ever-changing needs of the client with the least .
- Temporary position supporting BP oil spill response.

EDUCATION

- AA in Communications

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