

# Robert Smith

## Inventory Technician III

### CONTACT DETAILS

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### PERSONAL STATEMENT

Looking to grow within a competitive and challenging company. Excellent at creating positive relationships and am known for strong work ethic.

### WORK EXPERIENCE

#### **Inventory Technician III**

**ABC Corporation - March 2006 - November 2010**

*Responsibilities:*

- Scheduling Worked as a supply chain professional, in a lean manufacturing environment.
- Reviewed Material Requirement Planning spreadsheets for run quantity and due date.
- Forecasted components run by analyzing demand patterns through previous order history.
- Analyzed cycle run times according to customer order points, looking to meet customer delivery schedule or finding solutions to make on-time customer shipments.
- Scheduled a variety of 100 of various screw machines including CNCs, Buffolis, Greenlees.
- Facilitated meetings with supervisors and team leaders to communicate customer production schedules and/or critical issues.
- Communicated with various departments from start to finish, facilitating on-time deliveries keeping a high rate of customer satisfaction.

#### **INVENTORY TECHNICIAN**

**MEDICAL - 2005 - 2006**

*Responsibilities:*

- Establishes and maintains inventory records; ensures appropriate levels of supplies, medication and equipment are available at all times using the automated inventory system (SAP); ensures that supplies do not expire before usage.
- Responsible for ordering, receiving and issuing supplies including medication; ensures that treatment areas are stocked; performs weekly and monthly counts of supplies.
- Communicates with management, staff, purchasing agents and vendors regarding supply delivery and notifies Center director of any unusual incidents.
- Responsible for reviewing the supply cost per treatment on a monthly basis and follows through with any necessary changes as assigned.
- Mix Granuflo to produce the acid balancer used daily in the dialysis clinic.
- Process specimen.
- Label blood tubes biweekly lab draws for patients..

### SKILLS

Fast learner,  
Penmanship, Handling  
high stress situations,  
Operating Systems,  
Heavy machinery  
operating, Mechanics.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

## Education

Bachelor's in Graduate - (Concordia University)