

Objective

Highly self-motivated, energetic, Supply Chain Specialist with experience in retail, industrial, manufacturing and logistics settings. Continually strives for excellence in both independent and team member atmospheres. Possesses exceptional communication and people skills that have developed from a diverse work background.

Skills

Production Schedules, Other Skills.

Work Experience

Material Control Coordinator

ABC Corporation - 1998 – 2010

- Defined, developed and communicated delivery performance through weekly distribution of reports that permitted management to review, monitor and address root cause and corrective actions.
- Monitored the open delivery report, past due t-port, production orders, cogi errors, open transfer errors and open cycle count errors for the entire plant.
- Expedited material movement daily between the storeroom, manufacturing and shipping departments to ensure on time delivery both internally and externally.
- Acted as a liaison in the absence of the storeroom and shipping group leaders and assisted in the training of the new storeroom group leader.
- Distributed and posted 95% of all delivery documents and created the necessary pro forma for international inter-plant shipments.
- Resolved 90% of problem logs filed with the plant regarding incorrect shipments.
- Solved shipping and storeroom system and material related issues.

Material Control Coordinator

Delta Corporation - 2000 – 2002

- Receive inbound freight, generate tags to identify for production, generate bill of lading for shipping, move material to designated areas of .
- Accurate registration of new model numbers in JD Edwards database, and data entry into Excel.
- Scanning of new model number forms, and saving them on a shared drive.
- Other administrative duties such as verifying approvals of new model numbers and scanning purchase orders.
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Education

Bachelor of Science