

Robert Smith

Material Control Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Business Development,
Business Analysis,
Customer Service.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Highly skilled individual with strong logistics and motivational skills that consistently produce and promote positive change. Resourceful and analytical nature results in improved operational efficiency. Adept at making decisions and multi-tasking during fast-paced and stressful situations. Excellent interpersonal skills; interact favorably with others from all cultures and backgrounds.

WORK EXPERIENCE

Material Control Coordinator **ABC Corporation - March 2004 - September 2016**

Responsibilities:

- Selected as a Material Control Coordinator to effectively manage human, equipment, and systems resources to effectively carry out shipping, warehousing, receiving, material handling and other supply related functions supporting the operations of the trades, engineering, and utility plant groups.
- Collaborated with shop supervisors teams in determining appropriate items and stock levels improving procedures by training 25 personnel on proper documentation.
- Ensured internal controls are followed to record all transactions which safeguard the university assets.
- Prevented loss and promoting accountability maintaining 100% accountability of material.
- Managed the inflow and outflow of \$12, 637.94 of MRO material per week, assuring critical timeliness to delivery and accountability.
- Reduced inventory discrepancies 45% within 4 months through systematic analysis of daily usage.
- Produced and implemented strategic logistical plans for the South Campus Engineering Shop in the absence of Shop Engineer ensuring low cost, best quality and timely delivery in this role.

Material Control Coordinator **Delta Corporation - 1999 - 2004**

Responsibilities:

- Created biweekly excel reports to show progress & communicate shortages effectively, improving cable cart kitting process by 40% from 5 day process .
- Streamlined SAP processes by modifying default behaviors and led colleagues to do the same, increasing transaction speeds by 20%.
- Recognized high use parts and transferred to stockroom areas where most relevant, reducing search times for 20% of inventory.
- Amended shared multipurpose excel templates for cable cart area to improve ease of use for supervisors, planners, and colleagues.
- Reviewed Customer Order Log and generates Shop Packets/Manufacturing Order for production.
- Communicated with customer service any issue with manufacturing

and/or shipping for quick intervention.

- Prepared pick tickets including customs documents and customer BOL for shipments.

Education

Business Administration