

Robert Smith

Sr. Material Coordinator

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SUMMARY

Mastered all aspects of Material Coordination in an Aerospace environment Worked both Production and Repair floor D.O.T. Certified Forklift License Trained numerous Material Coordinators Mastered five different computer inventory software systems.

SKILLS

Forklift Operator, Overhead Crane, Inventory Control.

WORK EXPERIENCE

Sr. Material Coordinator

ABC Corporation - June 2011 - August 2013

- Performed specialized classroom support for Boeing San Antonio Operations Training Department.
- Prepared all training classrooms and labs to be in "teach ready" condition prior to the start of class.
- Ensured all classrooms/labs, both on-site and off-site, were stocked with materials and supplies needed for delivery of training.
- Maintained min/max and forecast methodologies for tools and materials.
- Assisted in Boeing-owned classroom moves and new classroom set-up.
- Provided outstanding administrative support to all training instructors Boeing direct, contract, and visiting instructors.
- Networked with counterparts in the Puget Sound area to resolve any roadblocks incurred at San Antonio plant.

Material Coordinator

Honeywell Technology Solutions, Inc - 2008 - 2011

- Accountable for all parts and materials needed in order to maintain an appropriate flow through the production areas.
- Responsible for requisitioning all necessary tools and materials.
- Process turn-in request for all serviceable and unserviceable repair parts.
- Track all inbound materials for the Supply and Logistics divisions.
- Responsible for issuing necessary tools and supplies in support of mission requirements.
- Maintain all inventory documentation.
- Assist in the training of new hire employees on various supply procedures..

EDUCATION

BA in Criminal Justice/Forensic Psychology - 2007(Kaplan University)