

Material Expediter

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Material Expenditure with 5 years of experience in providing support to customer procurement actions and processing, and also Reviewing submitted procurement requests, conduct, and document Market Research, recommend supply sources, and process purchase requests.

Skills

Operational Skills, Monitoring Skills, Critical Thinking.

Work Experience

Material Expediter

ABC Corporation - 2007 - 2007

- Expedited movement of priority items.
- Entered data into the LMP supply system for inventory, receipts, transfer orders, and scrap.
- Validated information from the visual planner system and enters data to create route tags containing material routed, date, quantity, quality, salvaged, in the proper sequence required.
- Transferred parts using the LMP system to receive, identify, inventory, store, issue and turn in repair and or replacement parts, assemblies, and sub-assemblies used in production.
- Routed material for repair, modification, conversion, testing, and other related work of combat and tactical vehicles, artillery, small arms, fire control, and missile equipment.
- Operated data terminal equipment consisting of the federal log, Lan Line System, alphanumeric and special functions keyboard and printer.
- Operated forklift and handheld scanner.

Material Expediter

Delta Corporation - 2014 - 2015

- Report overage, shortages, or damaged items.
- Hold items which must be inspected, due to damage in shipping or discrepancies in documentation.
- Processes shipping documents received to include signing receipts and issues; inputs data into automated system; and warehouses items to insure security and proper storage procedures are met.
- Determine stock number, part number, program control number; by visual observation, knowledge of component parts and sub assemblies used on specific vehicles and items of equipment, and by research of supply manuals, technical manuals, parts lists, drawings, and shop project orders.
- Initiate documentation for items removed but unusable on maintenance lines, scrapped, and discarded materials.
- Utilize automated systems to select stock, to record and track receipts, returns, shortages, overage, balances, issues, storage locations, product control numbers.
- Set up new storage locations for items based upon physical characteristics, issue rate and space availability.

Education

Certificate in Relevant Coursework - (Federal Incident Workforce Academy - Anniston, AL)