

SOPHIA BROWN

Lead Materials Coordinator

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Strategically focused Lead Materials Coordinator with over 10 years of experience in supply chain management and logistics optimization. Proven expertise in enhancing material flow, managing vendor relationships, and ensuring compliance with industry standards. Committed to driving operational excellence and fostering cross-functional collaboration to achieve organizational goals.

WORK EXPERIENCE

Lead Materials Coordinator

📅 Apr / 2019–Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Coordinated shipments to and from job sites, ensuring seamless communication with logistics teams.
2. Conducted weekly meetings with construction managers and contractors to review project progress and address any issues.
3. Oversaw the movement of equipment on trucks and barges to ensure timely arrivals in Corpus Christi.
4. Monitored refurbishment of equipment post-dismantling, ensuring compliance with quality standards.
5. Supervised over 50 personnel, enhancing team productivity and efficiency.
6. Managed material requests at job sites, ensuring timely procurement and delivery from vendors.
7. Accountable for all shipping and receiving operations at job sites and warehouses, maintaining accurate records.

Materials Coordinator

📅 Apr / 2015–Apr / 2019

Silver Lake Enterprises

📍 Seattle, WA

1. Processed cylinder and parts orders using AS400 software, ensuring accuracy and efficiency.
2. Liaised with Sales and Engineering Coordinators to coordinate work orders for timely shipping.
3. Managed scheduling, posting, and routing of work orders to optimize workflow.
4. Reviewed and organized blueprints relevant to work orders for effective execution.
5. Generated reports on open work orders and product structures to track progress.
6. Provided support across multiple offices, enhancing interdepartmental collaboration.

EDUCATION

Bachelor of Science in Supply Chain Management

📅 Apr / 2012–Apr / 2015

University of Texas

📍 Phoenix, AZ

Focused on logistics, inventory control, and supplier relationship management.

SKILLS

Advanced Excel And
Powerpoint Skills

Stock Replenishment

Supplier Negotiation

Procurement Processes



ACHIEVEMENTS

- ★ Reduced material costs by 15% through effective vendor negotiations.
- ★ Implemented new inventory tracking system, improving accuracy by 30%.
- ★ Streamlined shipping processes, decreasing delivery times by 20%.