



# NOAH WILLIAMS

Materials Coordinator

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## PROFESSIONAL SUMMARY

Dynamic Materials Coordinator with a decade of extensive experience in inventory management and logistics. Proven expertise in optimizing supply chain operations, ensuring compliance with safety protocols, and driving cost efficiency. Committed to fostering collaboration across teams to streamline processes and enhance overall productivity while maintaining high standards of quality.

## WORK EXPERIENCE

### Materials Coordinator

WidgetWorks Inc.

📅 Apr / 2019-Ongoing

📍 Denver, CO

1. Ensured timely material delivery to Whirlpool plants, optimizing supply chain efficiency.
2. Monitored and tracked shipments to meet strict deadlines and minimize delays.
3. Identified and implemented cost-saving initiatives, enhancing customer satisfaction.
4. Collaborated with suppliers to resolve part shipment discrepancies effectively.
5. Selected for a pilot team to transition to a new operating system, facilitating smooth implementation.
6. Authored a comprehensive training manual for the new system, enhancing user competency.
7. Proactively engaged with management to stay informed on upcoming system changes.

### Materials Coordinator

Lakeside Apparel Co

📅 Apr / 2015-Apr / 2019

📍 Chicago, IL

1. Oversaw purchasing and receiving for the hospital, managing diverse supplies including medical and office items.
2. Maintained an organized storeroom of over 500 items, ensuring optimal stock levels.
3. Coordinated daily deliveries of in-house orders and outside shipments to various departments.
4. Collaborated with corporate Accounting and vendors to ensure invoice accuracy and payment coordination.

## EDUCATION

### Bachelor of Science in Supply Chain Management

University of Texas

📅 Apr / 2012 - Apr / 2015

📍 Portland, OR

Studied principles of supply chain management, logistics, and inventory control.

## SKILLS

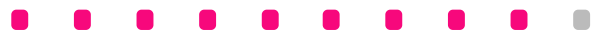
### Critical Thinking



### Vendor Relationship Management



### Adaptability



### Interpersonal Skills



### Negotiation Skills



## INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏠 Architecture

## STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

## LANGUAGES



English



German



Arabic

## ACHIEVEMENTS

★ Reduced material costs by 15% through strategic vendor negotiations.

★ Implemented an inventory tracking system that improved accuracy by 25%.