



# JAMES CLARK

## Materials Supervisor

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### PROFESSIONAL SUMMARY

Results-oriented Materials Supervisor with 2 years of experience in optimizing inventory management and enhancing supply chain efficiency. Skilled in coordinating material flow and leading teams to meet operational goals while maintaining a strong focus on safety and quality standards. Eager to leverage expertise to drive continuous improvement and contribute to organizational success.

### WORK EXPERIENCE

#### Materials Supervisor

Seaside Innovations

📅 Apr / 2024-Ongoing  
📍 Santa Monica, CA

1. Managed inventory and distribution of finished goods valued at \$14 million monthly in a 190,000 sq ft facility.
2. Oversaw hiring and training of a team of 25 members, ensuring optimal staffing levels.
3. Monitored daily budget operations and prepared financial reports for management review.
4. Ensured adherence to budget guidelines for all expenditures, optimizing resource allocation.
5. Implemented projects to exceed company objectives, improving overall efficiency.
6. Directed workflows of team members to enhance productivity and meet deadlines.
7. Conducted performance reviews, setting goals for team development and recognizing achievements.

#### Materials Supervisor

Cactus Creek Solutions

📅 Apr / 2023-Apr / 2024  
📍 Phoenix, AZ

1. Managed 5S initiatives for the Receiving Staff, enhancing organization and efficiency.
2. Established sourcing and inventory strategies for a new distribution center supporting five warehouses.
3. Oversaw purchasing operations, ensuring timely acquisition of materials for production.
4. Ordered consumable supplies valued at over \$2K monthly, supporting 250 personnel's operational needs.
5. Created and maintained order requests and databases to streamline supply management.
6. Distributed supplies to 18 work sections daily, ensuring operational requirements were met.

### EDUCATION

#### Bachelor of Science in Supply Chain Management

University of Michigan

📅 Apr / 2022 - Apr / 2023  
📍 Phoenix, AZ

Focused on supply chain optimization, logistics management, and materials handling.

### SKILLS

Inventory Management Software

Performance Metrics

Customer Service

Budget Management

Lean Manufacturing

Project Management

### INTERESTS

🤿 Scuba Diving    🎮 E-sports  
📖 Reading Fiction    🧩 Puzzle Solving

### STRENGTHS

📦 Stewardship    👥 Teamwork  
🔑 Tenacity    👁 Vision

### LANGUAGES

English    Mandarin    Italian

### ACHIEVEMENTS

- ★ Implemented an inventory tracking system that reduced discrepancies by 20%.
- ★ Led a team that improved order fulfillment rate to 95% through process optimization.