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Employment History

August 2012 – August 2014: Volt Technical Solutions (Temporary for Honeywell Aerospace, Inc.)

Outbound Material Handler

- Packaged and shipped completed parts to Military / Commercial contracts according to very detailed specifications
- Kept shared workspace fully stocked in accordance with 5S regulations
- Reported processing errors and took all steps to correct them (SAP)
- Designed methods to increase individual accountability within department

January 2012 – July 2012: Advent Global Solutions, Inc. (Temporary for ADT Security Services / Tyco Integrated Security)

Material Handler

- Organized material for staged jobs as well as general stock
- Received all company inventory
- Audited incoming orders of new material
- Responsible for material tracking in E.R.P. (Oracle) system
- Ensured correct job costing in Oracle data records

August 2011 – December 2011: Ferguson Enterprises (Temporary for Freescale Semiconductor, Inc.)

Stock Room Clerk

- Filled orders for parts used to support semiconductor production
- Audited incoming orders of new material and performed receiving transactions
- Responsible for material tracking and cohesion of legacy E.R.P. information (SAP)
- Performed cycle counts which included massive data insertions
- Coordinated emergency transfers from other sites to facilitate repairs
- Verified P.O. accuracy for parts from cleaning vendors

December 2010 – June 2011: Mindlance, Inc. (Intel Corporation 1 year contract)

C.V.C. Class Stores Technician

- Filled orders for test units to test engineers
- Returned post-test units to active inventory
- Audited incoming orders of new material
- Responsible for material tracking
- Trouble shot issues and fixed incorrect system moves on a daily basis (SAP)

August 2010 – December 2010: Mollen Immunization Clinics, L.L.C. (Seasonal / Temporary support)

Logistics and Operations Support

- Performed shipping, receiving and inventory of vaccine.
- Prepared and shipped necessary documents for immunization clinics
- Assisted with assigning and coordinating in-state couriers
- Charged with keeping in-state field managers up to date on their inventory and database entries
- Troubleshoot logistical obstacles in field operations on a day to day basis

September 2008 – August 2010: Circle K, Inc.

Assistant Manager

- Duties not relevant to this position, contact if needed.

October 2005 – August 2008: NStar Global Services (Contracted by Applied Materials, Inc. / Microchip Tech., Inc.)

Material Coordinator

- Managed semiconductor manufacturing inventory
- Communicated continuous improvement data to vendors and suppliers
- Tracked and resolved problems with R.M.A.s and inventory returns

Major Accomplishments:

- Immediately, upon employment, improved inventory audit counts from the prior 82% accuracy to > 98%
- Developed quality controls for inventory, documentation, training and processes
- Created and maintained Kanban and JIT inventory ordering system
- Assisted in development of award winning ERP that saved the company \$8 million in the first year of use
 - Coordinated development with programmers
 - Beta tested initial release to deployment of system
 - Developed training materials for end users