#

# OBJECTIVE

A strong associate with more than ten years of experience ensuring profitability and work flow success as an Inventory Control Specialist/Warehouse Clerk. I am an accomplished leader repeatedly recognized for outstanding performance and safety compliance. Huge knowledge of Supply Chain as well as a deep knowledge of cycle counting and inventory control processing. History of excellence in interpersonal communication, relationship development, and establishing rapport with various vendors and suppliers. Expert ability to train new associates with a continuous education on current events to help improve employer operations. Proven ability to save cost and grow revenue through analytical thinking and catching any mishaps. Proficient in all Microsoft programs.

# EXPERIENCE

## **Inventory Control Specialist, National Oilwell Varco**

### Houston, TX —August 2012-Current.

#### Duties/Accomplishments

* Responsible for quality assurance review of the project and the evaluation and documentation of procedures.
* Careful project planning – by adhering to establish procedures and using available tools
* Represents and acts on behalf of Supply Chain Services in an ethical manner.
* Established a clear and complete definition of the customer’s project related needs.
* Tested all new products within the internal system to ensure all packages were received and shipped in a timely manner.
* Maintained timelines for task, and developed a project budget while providing routine updates on the projects progress, including any problem areas that may require intervention.
* Manage relationships with specific suppliers with regard to order management.
* Facilitate product returns/return authorization.
* Provide tracking information and order status when needed.
* Research product information from customer inquiries.
* Maintain scheduled ship dates on open orders.
* Work with accounts payable to reconcile invoicing issues.
* Accountable for the material management and material control functions.
* Make sure orders ship to meet installation dates.
* Quarterly completion of various computer based training.

## **Shipping and Receiving/ Quality Control/ Forklift Operator, Timken Boring Services**

### Houston, TX — April 2010-August 2012.

#### Duties/Accomplishments

* Operated forklifts to transport materials between loading, unloading, processing and storage areas.
* Ensured organization and security of all materials in storage area.
* Maintained forklift equipment to ensure proper functioning of the equipment.
* Assisted in materials loading and unloading on platforms and lifting devises.
* Weighed materials, and recorded weight and other production data on tags.
* Completed forklift operator training annually, provided by company.
* Coordinated loading and unloading operations.
* Ensure day to day operations are being performed within company policies through generation and use of a weekly/monthly/yearly scheduling calendar.
* Promoted a safe work environment through personal actions. Identified safety concerns, and cost saving opportunities.
* Verifies as well as keeps records on incoming as well as outgoing shipments.
* Performed data entry duties into operational systems and performed inventory control on all activities related to warehouse operation, shipping / receiving.
* Effectively communicated and coordinated with Service Technicians by developing Bill of Labor reports and dimensional specifications on inventory shipment.
* Involved in everyday logistics; working with the depots and truckers and others or to find cost effective solutions that positively impacted the operation of the business.
* Reviewed scheduled shipment reports to determine what was due to ship and compared these reports with available inventory.
* Participates in Company-provided training such as fair housing, safety, non-discrimination, and harassment prevention.

* Composes and prepares routine correspondence, rental notices, and other letters and memorandums.
* Assists with resident retention, which may involve planning and organizing social events at the property.
* Assumes responsibility for the operations of the property in the absence of the Property Manager.
* Participates in Company-provided training such as fair housing, safety, non-discrimination, and harassment prevention.

# EDUCATION

## **Lone Star College**

### Perusing a degree in Industrial Engineering

 References Granted Upon Request