

Sean Flanagan

Katy, TX

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Authorized to work in the US for any employer

WORK EXPERIENCE

R&M Coordinator I

Weatherford Intl - Houston, TX - July 2014 to April 2015

Communicated specific equipment needs, configurations, and deadlines for equipment mobilization to all operations staff, providing nearly real-time information

- Tracked and managed 3rd party rental equipment and coordinated 3rd party inspection companies & priorities
- Ensured proper allocation of purchase costs
- Was primary contact in coordinating, staging and completion of customer orders for deployment
- Prepared dispatch sheets for jobs & coordinate transportation under direction of ASLM
- Maintained, monitored, and prioritized production schedule utilizing department daily prepared production reports
- Ordered parts / services as needed from vendors

Logistics Coordinator III

Konica Minolta - Houston, TX - 2006 to 2014

Houston, TX

- Liaised with customers, suppliers and transport companies
- Planned, coordinated and monitored the receipt, order assembly and dispatch of goods
- Efficiently utilized space and mechanical handling equipment, ensuring quality, budgetary targets and environmental objectives were met
- Coordinated the use of automated and computerized systems where utilized to include SAP
- Responded to and handled customer communication by email and telephone
- Updated stock control systems ensuring inventory accuracy
- Planned future capacity requirements
- Organized training of staff and reported staff performance and progress to management
- Motivated and encouraged teamwork within the workforce to ensure productivity targets are met or exceeded

- Produced regular reports and statistics on a daily, weekly and monthly basis using Microsoft Office and Google Drive
- Operated a forklift, order picker, and other warehouse equipment necessary for filling orders in a safe manner per company standards

ADDITIONAL INFORMATION

Skills Summary

- ◆ Supervisor
- ◆ SAP/JE Edwards
- ◆ Fork Lift Certified
- ◆ Damaged Goods Coordinator
- ◆ Inventory Control
- ◆ Microsoft Office Suite