

Heather Morgan

MRO Buyer/ Maintenance Planner - IES/MANPOWER

Grand Rapids, MI

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To gain a position that allows me to utilize my knowledge, skills, and abilities in computerized Maintenance Management System.

WORK EXPERIENCE

MRO Buyer/ Maintenance Planner

IES/MANPOWER - May 2014 to Present

Hearthside food Solutions H3 and H4

- Send out Pricing Quotes for spare parts to vendors.
 - Release work requests in EAM
 - Add parts and materials to parts crib by identifying parts using MP2 to create a new part number, assign a shelf and bin location.
 - File completed PM's and charge parts against correct asset in EAM.
 - Entered correct pricing and inventory into EAM and MP2 systems.
 - Physically receive incoming deliveries. Check invoice vs. PO quantities and resolve all discrepancies.
 - Fill orders from the check out sheet.
 - Established partnerships with Distributors / Vendors for best pricing.
 - Control Spending budget by periods. Track and document all spending.
 - Maintain required stock amounts.
 - Created purchase requisitions and purchase orders for part ordering using SAP software.
 - Managed H4 parts department by organizing and stocking part department.
 - Arrange for broken parts to be sent to vendor for repair.
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- Create work orders in EAM
 - Schedule certain work to be done per mechanic experience.
 - Part of the Centerlining team for H4
 - Refresh the EAM dashboard maintenance wall weekly.
 - Run reports in EAM on yearly / monthly / weekly equipment downtime.
 - Run reports in SAP on yearly / monthly / weekly cost spending on certain parts bought for H4.
 - Schedule required inspections on equipment in building. (Boiler, Dock Locks, Cranes and Hoists, Compressor)
 - Fill order requests for each plant department.
 - Participate in H4 internal audits per Shelly Hall.
 - Regularly update paper and electronic SQF/AIB book and have audit ready
 - Keep organized audit ready files of Maintenance work orders and Sanitation requests per equipment.

EAM Data Entry Specialist

IES/MANPOWER - December 2012 to Present

Hearthside Food Solutions H1 and H5

- Maintained equipment Records, created PM's for all company assets using EAM (Enterprise Asset Management). Assisted maintenance and parts department with spare parts inventory. Performed modifications using MP2 software.

- Improved Computerized Inventory System by assisting maintenance with changes. Specified & setup part descriptions.
- Worked with maintenance supervisor's to coordinate parts needed in spare parts inventory.
- Created work orders for the maintenance department mechanics.
- Created training manuals for EAM software and trained Hearthside Foods employees on how to use the software.

EDUCATION

Olympia Career Training Institute
2001 to 2002

Medical Assistant

Olympia Career Training Institute - Grand Rapids, MI
2001 to 2002

ADDITIONAL INFORMATION

COMPUTER SKILLS

- Proficient in Microsoft Excel, Word
- Microsoft Outlook, Microsoft Office Suite, EAM, SAP, Share point, MP2
- Microsoft Windows 98, Windows XP, Windows Vista and Windows 8