

Joyce Freeman

Purchasing Clerk/Agent

Lowell, MI

jmf_smr_@hotmail.com - 616-890-2156

I am familiar with Microsoft Office Suite, Windows NT, Windows XP and specialized in Microsoft Excel. I am proficient in FabTrol MRP Software. I am a strong team player with very good communication skills. I have strong skills in multi-tasking and work well under pressure of deadline. I am a hard worker, a team worker, and am willing & eager to learn.

At Your Company I would bring a willingness to work and learn; and the ability to work alone and with employees, clients, and/or vendors. I have a background in detailing, customer service, supervisory positions, purchasing, inventory, and experience in working with/on the internet.

Authorized to work in the US for any employer

WORK EXPERIENCE

Purchasing Clerk/Agent

Rapids - June 2004 to March 2015

Responsibilities include:

- ~ Purchasing: Shop and Office Supplies, Corporate Needs and Specialty Custom Products
- ~ Receiving: Receive Materials, Vendor Reports and Verification of Certified Materials
- ~ Quarterly Inventory Counts and Reports
- ~ Shipping: Bills of Lading and creating Shippers, Shipping Reports
Weekly/Monthly/Yearly
- ~ Create Purchase Orders with Bill of Material, adjusting pricing and receiving the material
- ~ Create Cut List for shop floor after receiving material
- ~ Keep track of Material Certifications for all material
- ~ Enter Shop Time into Payroll
- ~ Run reports for LEED jobs and cost on all jobs
- ~ Excel Spread Sheet for over under for job cost every month
- ~ Invoice approvals and adjusting if necessary with over charges (getting credits)
- ~ More information, on each item listed, is available upon request.

Senior Detailer

Design - 2004 to 2004

Responsibilities Include:

- ~ Inspecting and correcting any mistakes on Final Draft Drawings.
- ~ More information, on each item listed, is available upon request.

Various Positions - Listed

Mirror - 1994 to 2001

Below

Team Leader

Responsibilities Include:

~ Responsible for line employees and production, discipline, attendance, and meeting shipment deadlines.

Warehouse Guardian

Responsibilities Include:

~ Enter data transfers and inventory of tag quantities.

Inventory Auditor

Responsibilities Include:

~ Perform cycle counts and inventory counts, solved inventory inaccuracies.

Warehouse

Responsibilities Include:

~ Complete paperwork for tracking quantities and placement.

More information, on each item listed, is available upon request.

EDUCATION

Associate of Applied Science in Drafting and Design Technology

Grand

2004