

Chet Lutz

Millbrook, AL
chetlutz067@gmail.com - 334-398-1954

To contribute extensive experience in inventory control and customer service

WORK EXPERIENCE

Shipping/Receiving Specialist

Integrated Medical Systems - September 2014 to Present

Compares identifying information of incoming instruments to Sales / Purchase Orders, invoices, packing lists and/or other records; data entry of Sales / Purchase Order information; responsible for accuracy of shipping documents and verifying the receipt of open orders; routes medical instruments, component parts and miscellaneous items to proper repair location or final destination; places instruments in protective poly bags and counts contents of all Sales / Purchase Orders prior to packing; bills-out data entry of repaired medical instruments, component parts, and miscellaneous items; packs outgoing medical instruments, component parts and miscellaneous items and prepares shipping labels through use of overnight courier services such as FedEx, UPS, etc.

MERCHANDISER

REDBOX AUTOMATED RETAIL - July 2010 to September 2014

Collected movies from machines and recorded counts; kept daily record of product distributed to each machine; provided quality customer service through regular interaction and communication with store managers, owners, employees, and Redbox personnel; communicated status of machines and customer accounts to Regional Operations Supervisor (ROS); cooperated with co-workers and promoted a positive and productive working environment; accounted for the security of all machines, and merchandise on the route including reporting machine vandalism and theft as well as researching shortages / overages of movies; kept machines cleaned and maintained in proper working order; kept daily inventory record of merchandise taken from warehouse stock.

PARTS MANAGER

PERFORMANCE POWERSPORTS - March 2009 to July 2010

Supervised staff of 3-5; oversaw inventory junctions, cycle counts, and bin stock; monitored performance of all parts department staff; maintained a balanced inventory; ensured that all parts were properly tagged; worked with the service manager to ensure a timely turnaround of parts needed for internal jobs; directed shipping and receiving efforts to ensure timely processing; set and enforced a policy on special ordering of parts; supervised stock order procedures; analyzed departmental operations and storage layout and revised as needed for maximum effectiveness.

INVENTORY FLOOR SUPERVISOR

BAE SYSTEMS - November 2007 to March 2009

Supervised cycle counters, forklift operators and material handlers; recognized signs of operational problems and provided detailed process to correct; ensured the cycle count

program was consistent and accurate; validated the accuracy of product transferred from facility to facility; oversaw the release of product including inventory accuracy, correct paperwork, and efficient loading; ensured accurate and timely reconciliations occurred; ensured all paperwork associated with each job function was accurate and timely; researched and resolved all discrepancies noted; provided ongoing training to staff.

SHIPPING COORDINATOR

IMAGING BUSINESS MACHINES - February 2005 to November 2007

Coordinated the packaging of materials, parts and machines for shipment; prepared packaged materials for shipment within prescribed methods, including data entry into shipping software and manually generating shipping documents; ensured all urgent materials were processed, packaged and shipped within dictated methods; oversaw and conducted loading of outbound and unloading of inbound materials, requiring heavy lifting and/or the utilization of equipment such as hand trucks, pallet jacks and forklifts; supported all other departments with shipping questions, preparations, and needs; planned and executed assembly/construction of shipping containers, pallets, skids, etc. utilizing equipment such as power tools and foam packaging systems as needed; ensured availability for anticipated and/or unplanned needs of packaging and crates required for shipment of materials, parts and machines; maintained and monitored a list of all shipping supplies ensuring no deficiencies occurred to meet all shipping needs; maintained and updated accurate shipping data in production schedule; generated or amended all required documents and labels for domestic and international shipments; maintained and reviewed records of all shipments leaving the facility; coordinated the shipping clerk's activities.

INVENTORY CONTROL CLERK

IMAGING BUSINESS MACHINES - February 2003 to November 2007

Assisted with receiving to ensure product was received and stocked accurately and in a timely manner; prepared Daily Cycle Count Reports for Director of Production and Material Control; followed procedures to ensure accurate data entry and physical movement of received material; followed inventory control procedures for the accurate moving of inventory within the organization; assisted with monthly inventories and cycle counts through-out manufacturing; assisted with transferring of product gross requirements; assisted with the pulling and processing of Inventory Stock Requests and Customer Pick Tickets; assisted the Shipping Department in processing daily shipments; reported to manager in documented form of any perceived deficiencies related to the Stockroom area of the organization, including equipment, resources, and supplies; maintained inventory control procedures to assure that all parts were organized, labeled and controlled; performed main stockroom inventory cycle counts daily; prepared weekly report with specific information regarding main stockroom inventory cycle count data; performed monthly manufacturing area inventory cycle counts and transfer of inventory.

EDUCATION

HIGH SCHOOL DIPLOMA

SOUTHERN COLUMBIA HIGH SCHOOL - Catawissa, PA