

Anton Williams

Wide range of experience in strategic management, creating solutions that improve operational efficiency

Memphis, TN

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To obtain a position where I can utilize my skills as well as learn new skills to grow within the company.

Authorized to work in the US for any employer

WORK EXPERIENCE

Inventory Control Specialist

Nike - Memphis, TN - December 2014 to Present

Responsibilities

As a Inventory Control Specialist I perform all the responsibilities associated with the parts room operations and supporting maintenance as necessary. I provide day to day parts support, maintain an accurate inventory of maintenance spare parts, manage consumable vending machines and monitor VMI's (Vendor Managed Inventory) for accuracy. I ensure that parts have proper descriptions and locations in the sap data base, ensuring that parts can be located quickly. Working with purchasing on discrepant and obsolete parts as well as RMA and Warranty parts. Daily cycle counts of spare parts inventory and I drive the forklift to access inventory.

Accomplishments

Managed Millions of dollars in Inventory Parts

Directed a team/group/organization

Redesigned and implemented more effective company procedures

Supervised large/complex projects in attaining goal

Did Something that was viewed/used by many people

Established good working relationships with consumers/clients

Improved support service level by 20%

Utilized modern teaching methods such as e-learning and team learning

Improved customer service satisfaction by 5% annually through supply chain management initiatives, inventory control and flexible manufacturing practices

Offered plans for enhancement in which the maintenance department are encouraged to be engaged in the learning process

Identified and utilized variety of learning materials, resources and technology methods to support and improve the instructional environment

Skills Used

Parts Room experience in a high volume manufacturing or warehouse environment

Knowledge of parts inventory control methods

Strong Microsoft Word, Excel and Outlook Skills

Strong working experience with SAP (MM Module)

MRP knowledge

Experience using a fork lift

Fork lift License

Experience working with vendors

Established and maintaining effective working relationship with other departments
Work Independently and perform within a fast past environment

Shipping and Receiving Coordinator

Power and Telephone - Memphis, TN - June 2013 to March 2015

Responsibilities

Inspect incoming product for damages and ensure quantities are correct.
Picked and packed product using RF scan gun
Operated forklift to load and unload product being shipped and received
Completed incoming inspection testing, confirmation of certificate of conformance and reconciliation of receiving/purchase documentation.
Notified and/or delivered incoming product to end user.
Completed daily receiving entries in computer system.
Distributed to purchasing office for filing.
Managed raw material and critical supply inventories, including maintenance and cleaning of inventory area, inventory organization and racking, inventory cycle counting and reporting, monthly inventory accounting.
Actual physical counts of raw material and tag controls required.
Responsible for managing all outbound shipments, including preparation of sequentially numbered paper work in software accounting system, management of packaging materials inventories, packaging of product to be shipped, and arrangement of transportation services. UPS/FedEx software was used effectively and understood for summary reporting on request. Performed general housekeeping, maintenance and organization of the dock and inventory areas; including hands-on cleaning and maintenance along with organization and interpersonal skills to coordinate with other department and outside waste disposal vendor. Distributed documentation, including transfer of all original documents, to purchasing supervisor for distribution.

Accomplishments

Trained 3 new employees
Met deadlines consistently
Held a perfect attendance record
Employee of the month award 2 times

Skills Used

Technical Capacity
Communication Proficiency
Organizational Skills
Time Management

Material/Package Handler

ups - 2007 to 2013

United Parcel Service Memphis, TN

- Load, unload, and move materials within plant, yard, and work site,
- Read work order or follows oral instructions to ascertain materials or containers to be moved.
- Open containers, using steel cutters, crowbar, claw hammer, or other hand tools.
- Load and unload materials onto or from pallets, trays, racks, and shelves by hand.
- Load materials into vehicles and install strapping, bracing, or padding to prevent shifting and damage in transit, using hand tools.

EDUCATION

Hamilton High School - Memphis, TN

SKILLS

Inventory Management, Shipping and Receiving Management

ADDITIONAL INFORMATION

Advanced Microsoft Word, Excel and Outlook skills

Customer Service

RF Scanning Experience

Excellent interpersonal and communicative skills

Security Certification

Shipping and Receiving

Sit-Down Forklift

Stand up Reach

Forklift Certification