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OBJECTIVE: To obtain challenging employment utilizing my current skills in project coordination, training, analytical troubleshooting, and planning processes; while enhancing my opportunities for career advancement.

WORK EXPERIENCE:

Manufacturing Planner/Procurement/Inventory Management

CityPole by Comptek Technologies – Boulder, CO – December 2017 to October 2019

Responsibilities: Vendor selection and PO management for entire supply chain. Development of all warehouse processes and procedures as well as all transactional and physical functions until Spring of 2019. Upon hiring of Manufacturing Planner, Inventory Control Specialist and supporting staff, was responsible for all associated training for functions and procedures. Managing all administrative functions within the warehouse; i.e. timecards, benefit selection for new employees, as well as ensuring supplies for manufacturing and office areas were maintained. Main POC for all invoicing discrepancies and other accounting related issues. Maintaining strong relationships with vendors during times of Company financial issues. Reviewing of all drawing and BOM packages prior to correcting and uploading into MRP system.

Accomplishments: Managed entire Supply Chain and Manufacturing Planning functions for over 1 year until more staff was hired as volumes increased more than 10 fold. Also implemented inventory and warehouse processes and procedures while integrating Fishbowl Inventory and Productions Planning tools.

Skills Used: Excel, WORD, Quickbooks, Fishbowl, , Lean Manufacturing, Six Sigma, JIT Manufacturing, 5S, TPM, Training, Relationship building with engineering teams and vendors, Analytical Troubleshooting

Manufacturing/Procurement Planner

First RF Corporation – Boulder, CO – April 2016 to December 2017

Responsibilities: Managed planning activities for my assigned contracts. Negotiated cost reduction with suppliers. Communicated with all levels of management in the areas of planning, purchasing, logistics and operations. Ensured accurate delivery dates & improved lead times by regularly following up on orders. Assisted with special projects and functions as required/requested.

Accomplishments: Learned job functions with limited training and guidance.

Skills Used: Excel, WORD, Quickbooks, Relationship building with engineering teams and vendors, Analytical Troubleshooting

Assistant Buyer

OmniTRAX Inc – Denver, CO – September 2015 to April 2016

Responsibilities: Development and management of all Vendor and Contract lists for the procurement team. Creation of purchase orders per company guidelines. Main POC for AP in regards to invoice discrepancies as well as providing vendors status on payments. Development and management of “Right of Entry” procedures. This includes review and acceptance of COIs per company guidelines. Management of Fleet inventories and transactions. Creation and execution of vehicle Bills of Sale for fleet vehicles that are sold. Maintaining associated Titles and accompanying documentation for any purchases or sales of fleet vehicles. Creation of RFQs for procurements, as well as quote review and awarding of contracts. Creation of Purchase requisitions as requested from multiple sources. Development and management of BPO programs relating to fuel and lubrication procurements. Management of freight contracts. Master data management and cleanup.

Accomplishments: Development of all Master data spreadsheets, as well as major master data cleanup for system transition from SAP to Netsuite procurement systems. Developed Right of Entry documentation procedures with legal to ensure all COIs and contracts are maintained to protect company liabilities.

Skills Used: SAP, Excel, Word, Analytical Troubleshooting, Relationship Building with the vendors and site personnel

Material Expeditor/Quality Coordinator

Arcata Associates/Embedded Lockheed Martin - Littleton, CO - December 2012 to August 2015

Responsibilities: Main POC for all Arcata quality problems pertaining to Lockheed Martin procurements for the Orion Space Program. Tracking and management of open Quality Notifications (qnotes) utilizing SAP and system generated reports. Coordination and approval of Cause and Corrective Action from suppliers. Liaison between LM Quality group and Arcata for all quality related issues. Liaison between LM Receiving Inspection and Arcata for all quality and paperwork issues. Coordination of RMA's with suppliers, and "shippers" with the LM planners for quality/other issues. Tracking of shippers that are returned to vendor. Communication with accounting and dock personnel in regards to missing material. Coordination and tracking of "Vendor Requests for Information and Change" forms. This includes submittal to LM engineering, and continued communication for status. Main POC for Vendor questions regarding LM qcodes and PO text requirements. Subcontract data administrator for multiple contracts. Tracking documentation deliverables for LM Sub-contracts. This included creating documents and posting documents into LM Windchill system. Follow up with Engineering, SCAs and Quality group on outstanding submittals out for review, and communication with Vendors in regards to approvals and rejections.

Accomplishments: I have received multiple customer service awards for my many contributions I have made during my employment. I created a system for tracking Vendor Requests for Information or Change requests, and created tracking tools for all quality notification initiated by Lockheed Martin for Orion procurements. When I came to Arcata they had almost 500 pending quality notification, and I was able to bring this down to 26 in my first 6 months.

Skills Used: SAP, Excel, Analytical Troubleshooting, Relationship Building with the customers (design engineering, quality engineering, manufacturing engineering, material engineering, receiving inspection and the MRP Planners)

Inventory Control Coordinator

JBS/Pilgrims Pride - Greeley, CO - April 2009 to December 2012

Responsibilities: Processing of inbound and outbound shipments to/from 3rd party warehouses. Communication with customer service, transportation, quality assurance, International Logistics, and third party cold storages to insure inventories are accurate. Maintaining required records per Company standards. Auditing stock rotation reports. Eliminating in transit discrepancies. Balancing inventories between SAP and 3rd party warehouses. Reconciling any discrepancies in inventory. Posting credit returns and BPO's. Vessel inventory tracking, posting, and reconciliation. Training new hires. Exporting SAP reports for multiple functions into Excel for reconciling and inventory reporting. Departmental SAP resource due to my extensive SAP knowledge.

Accomplishments: I was a constant asset to the team as I was able to create processes due to my extensive SAP experience.

I was the "GO TO" person for large reconciliation projects including over a million pound discrepancy on a vessel shipment, and a million dollars' worth of lost product at one of the cold storages.

Skills Used: SAP, Excel, Word, Analytical Troubleshooting, Warehouse Management

Manufacturing Specialist

Eastman Kodak Company - Windsor, CO - September 1997 to April 2009

Responsibilities: Back-up Department Planner/Scheduler. Schedule creation based on customer demand and exported SAP reports. Wide roll diagramming for production. Materials management in regards to production activities. Sales and purchase order creation in SAP for finished goods. Department liaison with Kodak Park on key issues relating to production activities. Coordination of YE inventory of finished goods and wide roll in order to meet Company objectives. This included coordination with Logistics, Sensitizing and Manufacturing. Creation of SOP's for shop floor and planning/ scheduling functions. SAP Super-user and Trainer for Production in CMF Department. Assisted in the implementation of SAP on the shop floor. Assist operators in any updates and/or changes to their SAP accounts. Initial setup and configuration for new employees. Quality Control Operations. Direct contact for questions regarding quality among our team. Inspection of product in darkroom and white light conditions. Directing re-ops in house and in other Distribution Centers. Quality trainer for department. Extensive Knowledge of Lean Manufacturing Principles. Department coordinator for implementation of our finished goods supermarket which enabled us to adhere to a JIT environment. Usage of Kanban cards in many areas per our Production Control System. Participation in multiple Kaizen events. Participation in 5S and TMP activities. Supermarket Replenisher. Inventory control using physical counts and system generated reports. Shipping product to customer by filling Sales Orders. Replenishing warehouse as finished goods are produced. Final inspection of outgoing quality before product is shipped to the customer. Manufacturing Operations Operation of various machines in white light and darkroom conditions. Creation of Standard Work for various shop floor duties. Approval of procedures and procedural changes. Training of operations in multiple areas. Operating various fork trucks.

Accomplishments: Utilized my planning/production expertise to assist in the coordination of a finished good supermarket to accommodate JIT manufacturing. Was a constant provider of training for all areas of production, as well as wide roll diagramming for production. Creation of standard work for multiple functions. Quality technician and trainer for departments.

Skills Used: SAP, Excel, PowerPoint, Word, Analytical Troubleshooting, training, Lean manufacturing, Six Sigma, JIT Manufacturing, 5S, TPM

EDUCATION:

GED in General

Aims Community College - Greeley, CO

1998 to 1998