

**Alton J. Glenn**  
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## **Professional Experience**

6/22 to 12/22 Caregiver

- Provided convalescent care for end of life for mother-in-law

12/21 to 6/22 **Professional Placement Services** ; Ultraclean Technology

*Receiving agent*

- Performed transactions pertaining to all scheduled and expedited receipts.
- Filled outstanding back-orders and delivered to manufacturing.

03/21 to 12/21 **Adecco** Applied Materials

*Shipping agent for building 45C/B905*

- Prepare all material for shipment to respective buildings.
- Perform ERP transactions to generate packing list(s) and Bill of Ladings.
- Maintained above 99.5 percent accuracy rate

06/13/16 to 04/29/20 **BOXX Technologies** : RMAClerk

*Retrieve, ship, receive and stock all RMA material. Perform all required ERP transaction pertaining to the RMA Department.*

- Developed and implemented RMA procedures and processes pertaining to three different types of RMA requirements.
- Reduced outstanding RMA dollar value from over two hundred thousand dollars to less than twenty thousand dollars.
- Maintained 99.98 percent accuracy for all outbound shipments.
- Cross trained in different departments allowing for flexing as needed.

05/13 to 08/15 **Toltec** : Material Handler

*Perform all shipping transactions and receiving department. Stock received material in correct stocking location(s).*

- Prepared and packaged material and perform ERP material transactions pertaining to all scheduled and expedited shipments.
- Maintained 99.98 percent accuracy for all shipments.
- Prepared necessary documentation for both domestic and international shipments.

03/11 to 05/13 **Express Employment Professionals**: Shipping/Receiving Clerk, Enflite Account

*Manage all activities concerning shipping department.*

- Performed and monitored ERP transactions pertaining to all scheduled and expedited shipments.
- Prepared and packaged all products according to specific customer requirements.
- Assist in designing specific packaging to ensure delivery of undamaged product.

3/10 to 07/10 **Randstad Talent, Austin, Texas:** Supervisor, Ryder Logistics, Applied Materials Account

*Provided third shift managerial support within areas of receiving, shipping, operations and kitting.*

- Assist in development of kitting procedures and processes.
- Monitor stocking and picking operations while researching discrepancies.
- Compiled and distributed Key Business Indicators.

04/08 to 10/08 **Randstad Talent, Austin, Texas:** Manager, Ryder Logistics, Applied Materials Account

Provide managerial support within areas of manufacturing kitting, warehouse operations and inventory control. Occasional travel to off-site Ryder Logistics Third Party accounts providing inventory control and procedural assistance for business development.

03/01 – 11/07 **Ryder Logistics, Austin, Texas:** Manager, Inventory Control, Applied Materials Account

*Managed and supervised 7 - 29 direct reports by providing strategic and tactical focus within Customer Service, Inventory Reconciliation, Cycle Count, RMA, RVN and DMR activities to sustain or surpass internal and customer's Key Process Indicators.*

- Developed, documented and implemented standardized processes to successfully conduct and reconcile daily cycle count within four separate business units utilizing three different software packages with an average dollar value of one hundred-seventy-seven million while maintaining 99 percent net accuracy.
- Developer and owner for processes to conduct and monitor physical inventories with planning oversight of all physical inventories.
- Assured the validation and reporting of all inventory adjustment transactions supplying trend and root cause analysis.
- Collaborated with cross-functional teams resulting in obtaining world class warehousing standards by maintaining greater than 98% cycle count rate.

11/98 – 03/01 **Applied Materials, Austin, Texas:** Supervisor, Warehouse Operations

*Managed and supervised 24 -58 employees in all aspects of storage operations while overseeing continuous improvement efforts regarding inventory integrity and daily production processes.*

- Increased inventory accuracy from 93% to 99% accuracy through development and implementation of formal auditing program in conjunction with continuous improvement of stocking/picking procedures.
- Key contributor regarding two successful Central Warehouse relocations regarding both physical movement and systematic transactions while supporting manufacturing demands.

**Qualifications/Skills:**

- Proficient in Excel, Word, Lotus Notes, Outlook, FEDEX Ship Manager and UPS
- ISO 9000/9002 trained.
- Trained on all types of powered industrial vehicles (PIV).