

Anne SWEET

Material Coordinator

Comstock Park, MI 49321

asweet3ve7r_z6m@indeedemail.com

(616) 828-7468

Authorized to work in the US for any employer

Work Experience

Inventory Coordinator

RT London - Grand Rapids, MI

May 2022 to Present

Managing hardware and packaging inventory including cycle counting of product. Maintaining inventory areas to provide accurate and organized work spaces. Ensuring materials areas are property designated and identified.

Following multiple work center's schedules, staging and issuing complete material list for production following a one-piece flow chart. Coordinating with the different departments to optimize workflow and material conveyance. Building hardware kits and prepping required hardware for sales orders.

Receiving, sorting, recording and storing a variety of incoming supplies. Inspecting shipments for damages or defects, and notifies shipping/purchasing management.

Assistant Manager

7 Autre Regard - Neuilly-sur-Seine, France

January 2010 to December 2020

Retail and customer relationship. Purchasing, suppliers selection and budget planning and follow up. Visual merchandizing. Stock control and inventory. Taxes and basic accounting.

Sales Assistant

PI France - Montrouge, France

January 2009 to December 2010

Sales administration. Redaction and follow-up of commercial tenders, orders and after-sales services. Commercial prospecting and customer database management. Trade shows participation, mailings, and advertising.

Educational Designer

Telefrench - Nice, France

January 2006 to December 2010

Customized French Language courses design and creation.

Sales Assistant

Laboratoire Amgen - Neuilly-sur-Seine, France

January 2005 to December 2007

Business services, mailings and professional events organization. Products launch coordination with stockists, sales reporting and stock control.

French Instructor

Nova Ochanoma Ryuugaku - Osaka, Japan
January 2002 to December 2005

French Language teaching by videoconference to Japanese adults and children of all levels.

Administrative Assistant

Kaminsky Strategik Design - Boston, MA
June 2000 to September 2000

Administrative duties, photo research for advertising projects, proofreading and suppliers relationship management.

Education

Master's Degree in Modern Literature

Université Paris X - Nanterre (92)
October 2001 to June 2002

Skills

- Budgeting
- SAP
- Customer and supplier relationship management
- Knowledge of Microsoft Office, Mac OS, Photoshop, distribution supervision. ERP and CRM softwares
- Pedagogical approach to business interactions organization
- Inventory Control
- Event Planning
- Project Management
- Corporate documents, mailings and newsletters writing
- Bilingual English and French speaker
- Effective crisis management and strategic planning
- Purchasing
- B to B and B to C experience
- Trade shows participation and professional events
- Promotional material proofreading, print and
- Customer Relationship Management

Languages

- French - Fluent