

# Brad Boyer

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**OBJECTIVE:** To obtain a position where I can utilize my skills, experience, and dedication to excel.

## EXPERIENCE:

**National Maintenance and Repair, Inc., 401 S. Hawthorne St., Hartford, IL 62048**

### 2003-2013

**Materials Manager / Purchasing** January 2011 - August 2013

- Managed the warehouse personnel
- Managed supply and inventory purchasing / purchasing agent
- Maintained inventory control
- Managed and performed salesman duties for inside sales
- Assisted in supervising production and repair groups
- Assisted in collections for Accounts Receivables
- Performed all warehouse duties as required such as material handling, shipping, and receiving

**Assistant Materials Manager / Purchaser** February 2010 - January 2011

- Purchased supplies and inventory
- Supervised weekly inventory audits
- Quoted customers and wrote up sales orders
- Performed all warehouse duties as required such as material handling, shipping, and receiving

**Warehouse Worker** 2003-2010

- Stored and distributed materials and supplies
- Loaded and unloaded material
- Fork Lift certified
- Performed shipping and receiving functions
- Performed weekly inventory audits
- Inspected parts for quality control
- Scheduled deliveries and pick ups
- Made local parts runs
- Maintained records of shipping and receiving with both paper and computer systems

## EDUCATION:

GED 2003

East Alton Wood River High School 1998-2001