
Skills

- SAP Technical Proficiencies
- ERP Systems: Oracle, Sage, FPD, ECI MAX
- Procurement
- Supply Chain Management
- Asset Management
- Inventory Management
- General Ledger Accounting
- Account Reconciliation
- Microsoft Office
- Teamwork
- Communication
- Customer Service
- Forklift Certified

Experience

Sellars Absorbent Material, Inc. – Purchasing Agent- Milwaukee, WI

October 2023 - Present

- Procured necessary supplies and parts to ensure seamless operation of machinery.
- Generated and dispatched purchase orders for essential absorbent materials and base paper.
- Complete issues and receipts for other base paper Purchase Orders.

United States Coast Guard – Storekeeper – Milwaukee, WI

September 2015 - September 2023

- Purchased required supplies and equipment for various units.
- Created shipping labels and bills of lading.
- Received packages into the system.
- Tasked with over 500 purchases totaling over \$100k each fiscal year.
- Conducting Inventory and Asset Management for over 10 units around my AOR.
- Maintained storeroom warehouse inventories by issuing out equipment and supplies.
- Reconciled accounts and updated with financial accuracy.
- Organized budget documentation and tracked expenses to maintain tight budget controls.
- Stayed on top of applicable federal and state requirements to minimize legal and financial risks.

Toys R Us – Shipping Clerk - Joliet, IL

April 2014 - April 2015

- Loaded merchandise according to the department/company standards for utility handling.
- Inspected materials, products, containers, and manifests in the shipping process.
- Maintained inventory and organization, including sorting materials according to characteristics such as size, type, style, and product code under FIFO procedures.

Education

American Public University Systems

Bachelor's in Supply Chain Management – Anticipated Graduation Date January 2025

Military

Service Country
United States Coast Guard
United States Rank: E-5
Secret Clearance