

# Christina Carr-Lunsford

## **Material/Inventory Specialist - Halifax Regional Medical Center**

Weldon, NC 27890

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(919)604 - 0238

Proven Professional with the ability to communicate effectively with a wide range of internal and external customers. Four strong years in supply chain improvement, purchasing, inventory management, and supply chain analysis. Track record in statistical base forecasting, scheduling, presentations, negotiations, collaboration, and team leadership.. Extensive knowledge of Microsoft Office, Excel and Lotus Notes.

## Work Experience

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### **Material/Inventory Specialist**

Halifax Regional Medical Center - Roanoke Rapids, NC

August 2010 to Present

Employees - Train, develop and retain a strong Storeroom team.

Receipt of Incoming Materials - Supervises the receipt of incoming material shipments, verifying that appropriate receipt and Quality Control (QC) inspections are completed in a timely manner, and appropriate Computerized Maintenance Management System (CMMS) transactions are made to complete the receiving process.

Storage of Materials - Ensures that materials in the warehouse are stored properly, inspected and cared for through general material handling and warehousing principles.

Ensures effective utilization of Lay-up Maintenance and Shelf-Life Programs, supervises and participates in the accomplishment of Inventory Cycle Counts and Physical Inventories, Root Cause Analysis and Accuracy.

Staging and Delivery of Materials - Supervise staging and kitting of materials to support Maintenance Work Orders and Planning, timely delivery of materials to shop or maintenance sites, preparations for shipment of items as required, and preparation of materials for processing to scrap.

Shipping of Materials - Supervise the packaging and completion of required documentation to support shipping of materials from the site to vendor shops or manufacturer repair facilities.

Obsolescence - Monitor obsolete and non-moving materials to identify and recommend items for disposition. Supervise the preparation of items as required for sale, return, or scrapping.

Computerized Maintenance Management System (CMMS) - Supervise all operations in the CMMS to ensure proper entry of each transaction representing receipt, issue, movement, shipment and handling of materials.

KPI's - Measure, track and monitor all assigned Storeroom KPI's (Key Performance Indicators).

### **Chart Analyst**

Halifax Regional Medical Center - Roanoke Rapids, NC

August 2008 to August 2010

Review patient records for timeliness, completeness, accuracy, and appropriateness of data.  
Organize and maintain data for clinical databases and registries  
Track patient outcomes for quality assessment.  
Use classification software to assign clinical codes for reimbursement and data analysis.  
Electronically record data for collection, storage, analysis, retrieval, and reporting.  
Protect patients' health information for confidentiality, authorized access for treatment, and data security

## Education

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### **Associate in Business in Business**

Halifax Community College

August 2002 to December 2003