

DIMPNA ROSE CABRILES TARR

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**SUMMARY**

Assistant Inventory Manager, Supervisor, and a team leader with six (6) years experience focused on customer service, communication, provide exceptional service to client, receiving, shipping, prepare direct reports and inventory operation both U.S Government Property Assets and consumables items . And with almost 2 years Human Resources background such as payroll, benefits, recruitment, clerical, data entry and other related duties assigned. Looking forward to apply my knowledge and experience and learn new techniques.

PROFESSIONAL EXPERIENCE

November 2019 – June 2020

Warehouse Inventory

Mitsubishi Electric (Freedom, PA)

(Agency: Aerotek)

- Receiving work order forms from the warehouse manager and filling kits.
- Working with partners to locate, kit and distribute work orders.
- Working independently to scan and sort items.
- Using a scan gun to count inventory and accurately report findings.
- Tracking and processing parts and hardwares in the Syteline System and audit all paperwork to ensure proper completion.

July 2017 – November 2018 Homemaker

Buy and Sell, Garage sale, Ticketing Online Business (Philippines)

April 2015 – June 2017

Assistant Inventory Control Manager

DynCorp International – POS Contract

Agency: Executive Manpower Development, Inc.

Ensures adequate inventory of materials and equipment in accordance with the Property Standard Operating Procedure. Develops and implements Inventory Control Procedures. Responsible for keeping

and maintaining records for Site 1, 2, 4, 5, and 6 Property Book Asset items in its accurate designated locations and oversees full operation of hand tools, machine tools, shop supplies and equipment.

- Performs the duties of the Property Manager in his absence when designated.
- Prepares direct reports to the clients and interact with clients in a regular basis..
- Interfaces with the ACO on PWS/Contractual matters.
- Enrolled in DI Learn for Leadership and Professional Development courses.
- Routinely assumes the duties and responsibilities of the Northern and Southern Phil. Assistant Administrative Manager and Southern Philippines Central Receiving Asst. Property Manager.
- Overall responsible for the inventory assets both Gov't Property Assets and DI Property Assets.
- Develops and implement SOP for Tool Room Operations. And maintain accurate written procedures for all main inventory control processes and functions.
- Initiate performance reviews for Tool Room Attendant Team.
- Establish and maintain standard for accurate audits of respective areas.
- Review reports daily, investigates and corrects errors.
- Manages the latest inventory results and procedures.
- Supervise all assigned areas for efficient material storage and handling; maintaining labelling system on each stock item; manually stocks inventory shelving with stock items received or returned.
- Maintains or improve cycle count rate to ensure entire inventory counted.
- Monitor inventory levels and inventory movement using manual or computerized inventory systems.
- Prepares shipping, labeling and packaging information and Hazardous Materials Certificate for U.S. Military and local Air Shipment (with training Certificate).
- Tracking and processing warranty parts and claims in a timely manner and audit all warranty paperwork to ensure proper completion.
- Accountable for the barcoding and tagging of Property Book Asset items in the DynMRO.
- Responsible for the deliveries of the Property Book Asset items to the designated Department.
- Lead in the annual inventory of all contractor acquired property to insure accuracy of the inventory.
- Prepares and submits an inventory report containing new location and condition of items for update to be made in the DynMRO.
- Responsible for the PTD (Property Transaction Document) when items are transferred, repaired or turn-in by the Departments.
- Performs inventory of all consumable items of J4 supplies and other inventories at discretion of Property Manager.
- Conduct random spot checks of Property Book Asset items deployed in various departments and submits to the Administrative Supervisor for
- updating in DynMRO.
- Develop accurate, consistent enhancements to the inventory reporting structure.

- Assist in the physical inventory of DynCorp's consumable supplies, such as administrative and janitorial supplies.
- Verifies discrepancies of supplies on hand per record vs. actual physical count.
- Responsible for coordinating inventory of assets for bidding, salvage disposal, and storage.

July 2014 – March 2015

Senior Inventory Control Supervisor

DynCorp International – POS Contract

Agency: Executive Manpower Development, Inc.

Responsible for keeping and maintaining records for Site 1, 2, 4, 5, and 6 Property Book Asset items in its accurate designated locations and oversees full operation of hand tools, machine tools, shop supplies and equipment.

- Initiate performance reviews for Tool Room Attendant Team.
- Establish and maintain standard for accurate audits of respective areas.
- Review reports daily, investigates and corrects errors.
- Manages the latest inventory results and procedures.
- Supervise all assigned areas for efficient material storage and handling; maintaining labelling system on each stock item; manually stocks inventory shelving with stock items received or returned.
- Maintains or improve cycle count rate to ensure entire inventory counted.
- Monitor inventory levels and inventory movement using manual or computerized inventory systems.
- Accountable for the barcoding and tagging of Property Book Asset items in the DynMRO.
- Responsible for the deliveries of the Property Book Asset items to the designated Department.
- Lead in the annual inventory of all contractor acquired property to insure accuracy of the inventory.
- Prepares and submits an inventory report containing new location and condition of items for update to be made in the DynMRO.
- Responsible for the PTD (Property Transaction Document) when items are transferred, repaired or turn-in by the Departments.
- Performs inventory of all consumable items of J4 supplies and other inventories at discretion of Property Manager.
- Conduct random spot checks of Property Book Asset items deployed in various departments and submits to the Administrative Supervisor for
 - updating in DynMRO.
- Develop accurate, consistent enhancements to the inventory reporting structure.
- Assist in the physical inventory of DynCorp's consumable supplies, such as administrative and janitorial supplies.
- Verifies discrepancies of supplies on hand per record vs. actual physical count.

January 2012 – June 2014 Inventory Control Supervisor

DynCorp International – POS Contract

Agency: Executive Manpower Development, Inc.

Responsible for keeping good records, barcoding and tagging of Site 1, 2, 3, and Outstations Property Book Asset items in its accurate designated location.

- Handles complex tasks and duties.
- Accountable for the barcoding and tagging of Property Book Asset items in the DynMRO system.
- Responsible for the deliveries of the Property Book Asset items to the designated Department.
- Involved in the annual inventory of all contractor acquired property to insure accuracy of the inventory.
- Prepares and submits an inventory report containing new location and condition of items for update to be made in the DynMRO system.
- Responsible for the PTD (Property Transaction Document) when items are transferred, repaired or turn-in by the different Department.
- Perform tri-semester inventory of all consumable items of J4 supplies and other inventories at discretion of Property Manager.
- Perform inventory adjustment pertaining to the quantity variance and prepares the report to be submitted to the Property Manager.
- Conduct random spot check of Property Book Asset items deployed in different department and submit to the Administrative Supervisor for the update in the DynMRO system.
- Develop accurate, consistent and enhancements to the inventory reporting structure.
- Assist in the physical inventory of Dyncorp's consumable supplies, such as administrative and janitorial supplies.
- Ensure accuracy of supplies on hand of J4 consumable items by conducting a spot check and inventory.
- Verifies discrepancy of supplies on hand per record vs. actual physical count.
- Assist in lay-out of consumable items, administrative and janitorial supplies.

August 2011 – December 2011

Inventory Control Specialist

DynCorp International – POS Contract

Agency: Executive Manpower Development, Inc.

Responsible for keeping good records of Site 1, 2, 3, and Outstations Property Book Asset items in its accurate designated locations.

- Handles complex tasks and duties.
- Requires very little or no supervision.

- Involved in the annual inventory of all contractor acquired property to insure accuracy of the inventory.
- Prepares and submits an inventory report containing new location and condition of items for update to be made in the DynMRO system.
- Perform tri-semester inventory of all consumable items of J4 supplies and other inventories at discretion of Property Manager.
- Perform inventory adjustment pertaining to the quantity variance and prepares the report to be submitted to the Property Manager.
- Conduct random spot check of Property Book Asset items deployed in different department and submit to the Administrative Supervisor for the update in the DynMRO system.
- Develop accurate, consistent and enhancements to the inventory reporting structure.
- Assist in the physical inventory of Dyncorp's consumable supplies, such as administrative and janitorial supplies.
- Ensure accuracy of supplies on hand of J4 consumable items by conducting a spot-check inventory.
- Verifies discrepancy of supplies on hand per record vs. actual physical count.
- Assist in lay-out of consumable items, administrative and janitorial supplies.
- Performs clerical works and other duties assigned at the direction of the Property Manager and Supervisor.

Nov. 2008 – May 2010

**Human Resource Administrative Staff/Clerk
Shoppers' Group of Companies**

- Implements payroll cut-off and releases schedule dates.
- File and safeguard the company's document on Standard Operation Procedures, Company Policies, Rules and Regulations, etc.
- Prepares payroll of employee which includes Daily Time Record processing, Time Verification, employee SSS, Philhealth, Pag-ibig, and Income Tax Reports, etc.
- Prepares and process hiring and recruitment policies and programs.
- Orient and accompany new employee on their specific work area and key personnel.
- Prepares and process employee separation and employee replacement.
- Assist in preparing and processing performance evaluation of the employees, training and development activities, seminars, orientations, organizing and preparing of company celebrations.

EDUCATION

2002 – 2008

Bachelor of Science in Business Management
Ateneo de Zamboanga University – Zamboanga, Philippines

CERTIFICATES

Military Hazmat Shipping AFMAN 24 – 204 IP

Preparing Hazardous Materials for U.S. Military Air Shipments Training (Online Compliance Training)

Validity: 05/05/16 – 05/05/18

HIGHLIGHT SKILLS

- Proficient in Microsoft Office Excel, Word, Outlook and Publisher
- Data Entry
- Documentation Procedures Expert
- Operation and Control
- Team Leadership, Problem Solving and Time Management
- Tech Savvy