

Donald S. Morser

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Objective

Inventory and warehouse professional seeking a position compatible with my skills and work experience.

Key Qualifications

- Extensive experience working with Epicor logistics software to perform cycle count, inventory, and warehouse functions.
- Shipping, receiving, and stockroom experience.
- Ability to operate multiple types of forklifts.
- Ability to communicate with other departments and individuals to ensure tasks are accomplished in a correct and timely fashion.

Work Experience

Parts Coordinator, Baseline-Mocon, Lyons, CO.

Dec. 2013 to Jan. 2020

- Inventory Control - Using Epicor (E9) software, performed daily cycle counts and related activities to ensure stock counts were accurate. Performed numerous functions such as quantity and location adjustments, miscellaneous issues and returns from manufacturing locations, and testing/quality control functions.
- Receiving - Received all incoming items on Purchase orders and credit cards. Coordinated with accounting personnel and management to resolve discrepancies. Processed and tracked RMA's submitted for repair/replacement to ensure customer satisfaction.
- Shipping- Shipped stock items and finished products to customers worldwide. Familiar with UPS, Fedex, and DHL. Extensive use of UPS Worldship software to ship items "off the system". Processed multiple shipments to international locations on a daily basis, utilizing the Homeland Security system (ACE) to obtain ITN's and generate the required commercial invoices. Coordinated with freight forwarding companies for some international shipments.
- stockroom - Maintained the stockrooms, performing all functions necessary to ensure accuracy of counts and locations. Processed items (purchased and manufactured on-site) into stock. Pulled orders for shipping and the manufacturing floor. Received finished products from the floor and placed them into stock. Tracked serialized product from the manufacturing stage through shipping and returns.

Material Handler, Circle Graphics, Longmont, CO.

Aug. 2012 to Oct. 2013

- Forklift operator, supplying all departments in a large manufacturing plant with needed materials and supplies.
- Shipping -UPS, Fedex, and freight.
- Various other warehouse activities as needed.

Receiving, Empire Plumbing Supply, Tulsa, OK.

Apr. 2010 to May 2012

- Processed all incoming receipts for wholesale supplier. Coordinated with other departments to ensure accuracy, moved product to appropriate locations.

Inventory/cycle count, Rampart Plumbing and Heating Supply, Colorado Springs, CO.

Nov. 2003 to Feb. 2010

- Performed daily physical cycle counts and made adjustments as necessary for accuracy in quantity, physical location, and status. Multiple other warehouse duties including receiving, order pulling, processing returns, and inspection of outgoing orders.

Forklift Operator, ConAgra, Longmont, CO.

Feb. 2003 to Aug. 2003

- Operated stand-up forklift to place product and pull from stock locations. Operated standard forklifts to load outgoing product into trailers. Operated "Cherry Picker" lift for inventory and stock maintenance. Maintained paperwork relevant to these tasks.

Package Center Supervisor, Broadmoor Hotel and Resort, Colorado Springs, CO.

Jul. 1995 to Jan. 2003

- Responsible for receiving, storing, and distributing incoming freight and packages for large conventions, groups, and individuals. Coordinated with OTR and LTL carriers, as well as UPS, Fedex, Airborne, and DHL. Frequent contact with meeting planners and guests in a high stress environment while maintaining the professionalism demanded by a 5-star resort. Forklift operations, shipping.

U.S. Air Force

Mar. 1981 to Feb. 1987

- Attained the rank of Staff Sergeant. Electronic Security Command/ Cryptologic support Center, Military Airlift Command.
- Most aspects of base supply. Local Purchase supervisor, maintaining contracts and receipts for supplies purchased by the Air Force from local vendors. Honorable discharge.

Education

USAF Supply school, Lowery AFB, CO.

Defense Language Institute, Lackland AFB, TX.

La Salle College, Philadelphia, PA.

Sep. 1978 to Jan. 1981

- Political Science/languages.
 - Time frame includes 1 year studying at Universite de Fribourg, Switzerland.
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