

ERIN MESSER

☎ (863) 257-2122 ✉ elm5894@gmail.com

Goal-focused and results driven professional who is action oriented. Proven ability to prioritize key tasks, effective in planning and time management functions. Highly organized, methodical, resourceful and a self-starter with multitasking management skills to deliver multiple expected outcomes with or without supervision even under stressful work conditions. A perceptive leader and team player with strong interpersonal communication skills that inspire confidence and forge collaborative engagements across diverse functional units, colleagues, subordinates, and stakeholders in achieving shared commitments and objectives.

Core Competencies

Management Proficiency • Logistics & Supply Management • Costpoint • Inventory Management • Business Administration • Merchandising Operations • Metrics/Data Analysis • Project Management • Strategic Planning • Customer Relationship Management • Risk Management • Team Building & Planning • Process Improvements • Forecasting, Measurement, and Reporting • AS9100 • Microsoft Office Suite (MS Word, MS Excel, MS PowerPoint, Sharepoint and MS Outlook).

PROFESSIONAL EXPERIENCE

INSITU

Procurement Agent, Supplier Management and Procurement (Mar 2020—Present)

Procurement Agent for commercial and government contract goods relative to propulsion units. Closely manage international and stateside suppliers to ensure production requirements are met.

- Collaborate cross functionally to accomplish objectives
- Mentors supplier capability, capacity, and business health
- Manages purchase order closeouts
- Initiates and executes supplier improvement activities and integrates results into contracting strategies
- Develops and negotiates other binding agreements such as PIAs, MOUs, teaming agreements, IP licenses
- Interprets and enforces contract terms and conditions

Maintenance, Repair, and Overhaul (MRO) Material Coordinator (May 2018—Mar 2020)

Material Coordinator working in partnership multi-departmentally to process units from the field through the DMG repair process and back to the field and a fully mission capable state.

- Processes materials through all phases of the MRO process and keeps record via Costpoint.
- Works in conjunction with MRO designated Procurement Agent on updating and reporting of units at supplier.
- Utilizes Maintenance, Repair, and Overhaul and Supplier Management & Procurement Power BI reports.
- Coordinates receipt of incoming materials with supplier.
- Checks materials received against vendor shipping documents and purchase orders for accuracy.
- Coordinates with various departments and provides leadership to support department materials requirements.
- Transfers vendor shipper paperwork upon receipt of goods or after appropriate approval of parts.
- Ensures the verification of shipping documents and ships goods as required.
- Reviews material requisitions issued to ensure material is properly routed to and from supplier.

Inventory Control • Bingen, WA (June 2017 – May 2018)

Material Handler ensuring inventory received is accurately accounted for in our Costpoint. Works individually and as a group to achieve goals throughout the warehouse. Responsible for coordination of inventory transfer requests from various departments and between warehouses.

- Coordinates inventory movement by partnering with internal customers from various departments.
- Maintains inventory by identifying, labeling, and placing materials into stock and recording the location of inventory.
- Assists with weekly status reports and maintains daily snapshot.
- Maintains inventory transfer library in SharePoint.
- Communicates well with others and encourages reciprocity.
- Provides mentorship to peers; trains new hires.
- Authors DMS procedures and work instructions; process improvement support.
- Generates reports and conducts research to rectify discrepancies.

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WAL-MART

Assistant Store Manager • Tampa, FL (May 2013 – Mar 2015)

Assistant Store Manager • Shelbyville, KY (Nov 2006 – June 2010)

Supervision of store, scheduling, inventory, merchandising and planning, customer service. Human Resources responsibilities of staffing, coaching for improvement, hiring, firing, interviewing, training and talent development, performance evaluations, determining staffing needs, processing payroll forms and records, preparing leave of absence forms, benefits training and proper processing of confidential forms. Cash management; including preparing deposits, loans, and ensuring proper storage; and security of monies, tracking daily cash reports. Analyze risk exposure based on customer payment patterns, credit sources and by performing financial analysis.

- Assist Store Manager in daily operations of store with \$140M in annual revenue and .33% in shrinkage.
- Ensure compliance of company policies, procedures and state/federal regulations.
- Manage perpetual inventory (back stock, over stock, beginning on-hands, ending on-hands, ordering process) merchandising operations to include vendor management and local supplier approvals and drive financial performance ensuring sales and profit goals are achieved.
- Responsible for the scheduling, coaching, evaluation, and payroll of 307 employees.
- Direct and manage ordering, receiving (drop shipment, live unload, manifest, and bill of lading) and stocking of \$8.1M inventory.

WAL-MART

Field Project Supervisor • Bentonville, AR (June 2010 – May 2013)

Led 35 store projects from scope to finalization. Responsible for creating all project plans and ensuring execution. Responsible for 100-500 direct store associate reports and general contractors.

- Drives the implementation of real estate plans for project facilities (for example, remodels, new stores, relocations, new formats, and expansions.)
- Accomplished human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining associates; communicating job expectations; planning, monitoring, appraising, and reviewing job performances; planning and reviewing compensation actions; enforcing policies and procedures.
- Coordinate all logistics with distribution centers and vendors to supply facility.
- Finalize blueprints with architect and general contractors; coordinate project tasks with subcontractors.

• EDUCATION AND CREDENTIALS

- Eastern Kentucky University - Richmond, KY, In Progress 12/2021
 - **Bachelor's Degree Major: General Studies**
- Embry Riddle Aeronautical University—Prescott, AZ 2018
 - **Small Unmanned Aircraft Systems, SUAS**
- Eastern Kentucky University - Richmond, KY, 05/2009
 - **Associate's Adult Corrections/Criminal Justice**
- Wal-Mart University – Lexington, KY, 01/2007
 - **Store Management Operations**
- **AS9100 Rev D Aerospace Quality Management Systems Lead Auditor 05/2018**

***Non-relevant experience available upon request