

# Roger Dale Hendricks

715 Katherine Drive

Beaumont, Texas 77713

Cell 409-466-3300

Email: ROGERHENDRICKS62@YAHOO.COM

## **SUMMARY: A results oriented leader with hands-on experience in:**

- **Processing, Logistic Management,**
- **Senior Buyer, RFQ's & RFP's**
- **Strategy Planning**
- **Materials Management**
- **Inventory Management**
- **Supply Chain Management**
- **Expediting and Warehousing**
- **Production Planning**
- **Shipping and Receiving**
- **RMA's and DMR's**
- **SAP**

## **Employment History**

**24 Hour Safety Warehouse Manager/Purchasing January, 2012-Present**  
**2490 West Cardinal Drive**  
**Beaumont, TX 77705**

Set up all warehouse items ergonomically for high efficiency yield; Maintain all inventory, incoming/outgoing; Shipping/Receiving, incoming/outgoing; Expedite purchase orders; audit invoices for accuracy; manage all in-house transfers (location to location) assist walk-in customers; certified forklift operator.

**Commercial Washing Warehouse Manager/Assistant Buyer December.2006 to 2011**  
**7814 Fulton Street**  
**Houston, TX 77022**

Organize and manage warehouse; track and expedite purchase orders/public relations with all vendors/suppliers to establish best quality for best price; Return materials/control all inventories that includes in house as well as service trucks. Establish locations/bins for all inventory/data management of files. Maintain all truck inventories, restock all trucks Maintain high/lows to manage inventory in all locations. Perform annual inventories of all locations that includes all service trucks. Ship and receive all incoming and outgoing parts. Manage computer information regarding transfer of parts to various locations. Manage more than 8,000 line items.

**PDS Technical Supply Chain Analyst October, 2005 to December 2006**  
**(Job Site Boeing)**  
**Kelly Air Force Base, San Antonio, TX**

Manage Inventory Systems; model forecasting data; integrate master schedule, shop supplier capacities and ordering policies in order to develop a production plan. Implement Supply Chain Management/Lean strategies; factors to manage inventory levels resulting in optimal turn rates, unit cost and delivery schedules.

Audit materials management processes to demonstrate compliance with inventory policies and government regulations. Presently working with tool cribs completing updated inventory and developing data for a common number system (CNS), wall to wall inventory in tool cribs.Kitting tools.Purchasing tools using FAR'S .Cylce counts.

**Roger Hendricks, Page 2**

**Mattress Firm ( Part Time)**  
**10315 Metropolitan Drive**  
**Austin, TX 78750**  
**(512)821-0802**

**Night Assistant Manager**

**March, 2005 to October 2005**

Perform inventory on a monthly basis; purchasing/dispatcher; complete orders and coordinate deliveries; shipping/receiving; provide customer service for on-site pick-up; responsible for inter-store transfers and any other assigned duties as needed.

**Adecco Technical**  
**8834 North Capital Hwy**  
**Austin, TX 78759 (512) 794-2944**

**Production Planner/DMR Coordinator**

**May 2004 to October 29, 2004**

**Job Site: Applied Materials**-Hired initially as a Production Control Planner for RPD section. Performed duties related to that of Damaged Merchandise Return Coordinator. Responsible for processing all return materials damaged or not used to appropriate vendors executing shipping methods utilized by vendors; example UPS/Federal Express. Maintained a tracking log of returns and prepared weekly reports for management. Received credit from Vendors in a timely manner.

**Conn Appliances**  
**3141 College Street**

**Senior Buyer**

**September 2001 to February, 2004**

**Beaumont, TX 77701 (409) 832-1696**

Purchase appliance parts for assigned territories meeting specific criteria, schedules, and for the best prices. Researched and qualified providers for preferred vendor's list, maintained good relationship with suppliers. Executed all processes and expediting steps to insure on time deliveries with no additional shipping cost. Maintained inventory control and prepared quarterly inventory reports with 99.5% accuracy overall. Review receipt of materials/parts, approve them for payment. Processed DMR/return documents when necessary. Inventory all truck stock for loss.

**ATR (Job Site Applied Materials)**  
**9430 Research Blvd**  
**Austin, TX (512)795-8100**

**Planner**

**May 2000 to February, 2001**

Production control planner for TCG ship kits unit. Strategic planning and using oracle tools to obtain the necessary parts for each project assigned. Analyzed inventory, schedules and PMR on a daily basis to insure requirement demands were met on time. Released all work orders according to schedules, with flexibility to changes. Prepared shortages reports and executed appropriate actions to obtain material needed on time for scheduled deliveries. PMT entry, MST management, ISRD tracking and closure, initiated and follow-up to completion of JIT and direct purchases requests. Review MRPs on regular basis; ensured that all back order materials meet shipping schedule requirements. Examined material charge reports, noted discrepancies, resolved problems, communicate to management more difficult issues for resolution

Reviewed the BOM and MRP planning parameters for consistency with material management objectives. Completed work orders, managed job variances. Processed all documentation for RMA, SRT materials as needed. Interfaced and maintained good rapport with personnel of other departments.

**Education and Military Service**

Business Management VA ICS Learning Institute  
Lamar University - Beaumont, Texas

Aviation Store Keeper/Rank E6. Honorable discharge with completion of 21 years of service at the US Navy.

