

HOUA THAO

1206 MAGNOLIA AVE APT B SAINT PAUL, MN 55106 (612) 251-1013 houatho07@gmail.com

PROFESSIONAL SUMMARY

Houa is a highly skilled material control specialist with a thorough knowledge and understanding of all areas of supply, logistics, and SAP system. General inventory control skills include inventory analysis; quantity discrepancies, locations, units of measure, follow-up actions and resolutions. Other skills including process parts and assemblies, process documentation and pulling parts for spare orders, and receipt and staging of parts and assemblies in assigned inventory locations.

Houa is available to interview and start ASAP. He is local in Saint Paul, MN. Houa explained he was in the reserves from 2009-2013.

Technical Skills

Inventory Control

Cycle Counting

SAP and RF Scanners

10-Key Data Entry

Forklift Operation

Microsoft Office

PROFESSIONAL EXPERIENCE

Terrybear Urns & Memorials – Saint Paul, MN 09/2018 – 04/2019

Warehouse Shipper II

Primary job duties are packaging of urns and other materials for domestic and international shipment. Create documentations along with shipping labels, packing slips, and bills of Lading documents. Other duties include inventory control, cycle counting, and putting away finished goods using forklift. Off-loading and on - loading of containers with forklift. With occasional on loading container as needed for international shipment.

Royal Pets, Inc. – South Saint Paul, MN 03/2017 – 06/2017

Warehouse Assistant (Contract)

Primary job duties are picking, packaging, arranging parts, and materials for domestic and international shipment. Create documentations, packing slips, and bills of lading. Other duties include inventory

control, cycle counting, and putting away finished goods using stand-up forklift, unloading and loading of containers, and forklift loading as needed.

Rapid Recovery Inc. – Saint Paul, MN

01/2017 – 03/2017

Tow Truck Operator

Main duties are towing cars from its location to impound lot as per dispatch calls. Driving and operating of a Tow Truck Mid-size Flatbed with attached Wheel Lift.

JL Industries Inc. & Activars – Bloomington, MN

01/2013 – 12/2013

Shipping Specialist / Forklift Operator

Primary job duties are picking, packaging, arranging parts, and materials for domestic and international shipment. Generate documents, shipping labels, packing slips, and bills of lading. Other duties include inventory control, cycle counting, and putting away finished goods using stand-up forklift. Assisting other associates as needed. Maintain safe work practices and good housekeeping.

United States Army Reserves - Arden Hills, MN

04/2010 - 04/2013

Supply Specialist

Serve one weekend a month and two weeks per year. Responsibilities are but limited to in charge of Unit Commands Supplies, Inventory of personnel, supplies, and excellent knowledge in the process of shipping and receiving of material goods. Orders, receives, and inspects, stores, package, and issuing material and cargo. Prepare and maintain forms, records, correspondence, reports, and files. Familiar with the purpose and use of data processing and information system programs; Maintained files, requisition logs, and budget records.

Quality One Inc. – Hastings, MN

09/2012 - 11/2012

Mill Operator (Contract)

Primary duties are operating machines in mill production warehouse. Fill assembly orders by cutting, sawing, and trimming raw wood materials as needed daily. Assist other associates if needed. Other duties include using of pallet jack to move materials around. Assuring work areas cleaned and safe free daily.

Tennant – Golden Valley, MN

04/2011 - 08/2011

Material Handler / Forklift Operator (Contract)

Job duties including daily use of stand-up forklift, goods received, and put away. Main duties of job to assisting assembly line with materials for production. Replenishing parts and materials as needed on the assembly line. Other responsibilities and duties included receiving parts and materials, carefully checking quantities ordered, and ensuring part numbers match. In addition, in charge of collecting finish goods/products, delivering to shipping department, maintained daily good housekeeping of warehouse, and ensuring working areas are free of trash and debris.

TSI Inc. – Shoreview, MN

10/2009 - 03/ 2010

Material Handler / Inventory Specialist

In charge of stockroom. Daily responsibilities included pulling parts for shop work orders, inventory of stockroom, and storing materials away in their proper locations. Other responsibilities and duties includes receiving parts and materials, carefully checking quantities ordered, and ensuring part numbers match. In charge of collecting finish, goods / products and delivering to shipping dept and maintained daily good housekeeping of warehouse and ensuring all working areas are free of trash and debris.

US Army National Guard, Montevideo, MN 12/2007 - 12/2009

Supply Specialist

Serving part-time, one weekend a month and two weeks out of the year. Main job is maintaining and in charge of command, units supply needs, including but not limited to clothing, office supplies, weapons, and anything else that is needed for unit mission accomplished. Other job duties include inventory, log record keeping, and issuing and filing of records/receipts.

VAQ US Army – Oak Harbor, WA 04/2002 - 04/2006

Material Control Specialist

Managed and maintained inventory of aircraft parts totaling over \$500,000. Orders, receives, inspects stores, package, and issue material and cargo. Prepared and maintained forms, records, correspondence, reports, and files. Familiar with the purpose and use of data processing and information system programs. Maintained files, requisition logs, and budget records. Trained, supervised and evaluated of seven subordinate personnel. Certified in the use of 6K forklift. Qualified in CPR.

EDUCATION

Como Senior High School – St Paul, MN 9/1998 - 04/2001

High School Diploma

Arts Institute of Minnesota – Minneapolis, MN 4/2014 - 9/2015

Digital Media and Video Productions Certificate