

Chantay Heath

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Offering more than 18 years of broad experience in various production environments and providing excellent organizational, analytical, and operational skills. An energetic team player with a hands-on approach to the following:

- * Experienced, accurate, out-sourcing of purchased components.
- * Pro active Customer support
- * Experienced with MRP integrated ordering systems.
- * Successful inventory management through cycle count disciplines.
- * Inventory reduction utilizing vendor participant J.I.T. disciplines.

CAREER OVERVIEW

Kapp Technologies Boulder CO

Order Processing Specialist, I was responsible for dealing with customers when parts were needed for their machine. This duty included, assisting technical support, quoting and entering service parts material orders, ordering parts as needed from US and Germany suppliers. I had full responsibility for service parts shipments, including the packaging and shipment of domestic and International orders. Also included was assisting the field service technician for parts and shipping of tool boxes from location to location.

Other duties also included posting of incoming invoices, assisting accounting with collections. Organization of the warehouse and inventory.
Use of the SAP system.

Cencorp Longmont CO.

Inside Sales Manager for Cencorp in Longmont, Co. At Cencorp, I was responsible for entering customer orders, resolving contract issues, and monitoring the machine order's progress through the production process. I was accountable for all customer communication relative to machine delivery.

Prior to that, and while still at Cencorp, I was responsible for Customer Service activities. This duty included evaluating spare parts requirements, assisting technical support, quoting and entering service parts material orders, and providing daily status directly to our customer base. I had full responsibility for service parts shipments, including the packaging and shipment of domestic and International orders.

My initial position at Cencorp was in purchasing working as a Buyer/Planner. Utilizing the Fourth Shift MRP system I ordered material from our Approved Vendor List for production requirements. This duty included the scheduling of internal work orders for machine parts and assemblies. I was also responsible for kitting parts, receiving incoming materials, and filling shortages. I maintained record accuracy through a cycle count program,

Early History

Prior to 1994 I worked in a furniture repair business as a sales representative. My work there included sales calls and customer development.

I started my career in the food industry working both as a cook and a waitress.

Personal

I have lived in Longmont for 20 + years, I attended Wichita Vo-Tech for classes in 10-Key, and Lotus 1-2-3,

My interests include photography, woodworking, and mountain hiking.