

1 James F. Patch

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Warehousing Qualifications

Senior Inventory Specialist, Materials Coordinator, Inventory Specialist, Fiscal Processing, Accounting, Accounts Receivable, Shipping Logistics, Monthly Inventory. Experienced warehousing and inventory operations coordinator including specialized aspects of component and parts management and processing. Purchasing experience includes vendor and parts sourcing and specifications. Inventory maintenance operations. Software programs include: Windows, SAP, Oracle and Videx. **Forklift Certified:** Class 5: 5K and 24K through April 2021.

Employment History

Storekeeper 2018-Present

Schlumberger, Houston, Texas

Managed domestic and international shipping logistics and receiving monthly inventory of storeroom equipment for Cheyenne Maintenance Facility. Loaded and unloaded trucks using class 5 forklifts, maintained SAP databases and applications, transferred assets to SLB sites globally. Managed consignment of assets, quotes from vendors, PO sourcing and approvals, and facilitated procurement processes. Maintained equipment and inventory to monthly budget requirements ranging from 1 to 100M in assets.

Associate Engineer 2009-2016

Echostar Satellite Corp., Cheyenne, Wyoming

Requested by Field Engineering Department Manager to join Engineering Team.

Currently oversees asset acquisition for 217 LRF sites. Determines equipment failure repair, auction and/or destruction/waste decisions based on equipment valuations and other primary factors. Provides initial programming for all requested equipment prior to shipment to LRF sites. Established and maintains local site inventories including back stock for all 21 LRF Sites

Senior Accounting Inventory Specialist 2005-2009

Echostar, Satellite Corp., Cheyenne, Wyoming

Accompanied local Field Engineers on inventory missions at LRF sites nationwide.

Generated necessary purchase orders, managed requisitions and obtained vendor quotes for needed equipment. Purchased and maintained office supplies and equipment for six uplink locations on a monthly basis.

Senior Inventory Specialist

Echostar Satellite Corp., Gilbert, Arizona and Cheyenne, Wyoming 2004-2005

Conducted supervision and training for Materials Department personnel. Oversaw receiving and distribution of inventory for the Gilbert Uplink Facility, the Cheyenne Uplink, and Four other regional uplink centers nationwide. Entrusted with compilation and maintenance of local city site equipment inventories in all 50 states. Managed shipping, Inventory and RMA traffic through the Arizona and Wyoming Uplink Facilities

and recorded incoming equipment by Serial Number and Bar code. Input Inventory Data into Access Database and maintained inventory asset databases. Bar coded current inventory. Received and processed capital equipment requisitions using Oracle 11i. Streamlined tracking forms and procedures for existing asset management processes during company expansion phase. Assisted loading dock with outgoing freight procedures ensuring proper delivery. Shipped and tracked all return maintenance authorizations.

Materials Coordinator

Echostar Satellite Corp., Cheyenne, Wyoming 2000-2004
Recorded new equipment by Serial Number and Bar Code; Input data into Access Database; Bar coded current inventory; Researched and developed appropriate inventory item tracking procedures and forms; Assisted in outgoing freight procedures to ensure proper delivery; Maintained inventory of local racks; Created purchase orders for dedicated truck delivery.

Inventory Specialist

Echostar Satellite Corp., Cheyenne, Wyoming 1998-2000
Input all incoming freight into Access Database Barcode all present Inventory Create all new item tracking forms and equipment movement forms assisted in outgoing freight procedures to ensure proper delivery

Fiscal Processing Worker

State of Wyoming, Liquor Division, Cheyenne, Wyoming 1994-1998
Researched, calculated and compiled credit and debit memos. Prepared command record monthly reports, including gallonage, NABCA reports, split case activity, and case comparisons. Created sales fliers. Performed regular audits and verifications of all monies received and reconciled them to customer accounts. Performed various customer service functions including phone/fax order, inputting data and processing into VAX computer system. Ordered, received and checked all incoming agency supplies. Recorded and maintained product fluctuations. Participated in annual inventory, monthly data entry of product inventory.

Clerical Technician

State of Wyoming, Liquor Division, *Accounting Office* 1993-1994
Performed monthly data entry of product inventory. Mailed monthly sales fliers to industry representatives. Verified daily sales against VAC computer records. Input and Processed phone and fax orders.

Stock Worker II

State of Wyoming, Liquor Division, *Warehouse* 1985-1993
Verified incoming freight for accuracy. Maintained warehouse storage and location changes. Moved additions/deletions of product inventory. Operated forklifts including electric propane/slip sheet and standard models. Filled customer orders. Checked orders for accuracy. Maintained monthly product inventory.

Stock Worker I

State of Wyoming, Liquor Division, *Warehouse* 1983-1985

Filled incoming customer orders. Assisted with checking incoming freight and monthly freight storage inventory.

Education and Training

Forklift Certification Class 5: 5K and 24K Capacity (2018)

Certified Forklift Training Class 4 and 5 (2009)

Software Training:

SAP, 69 modules (2018)

Leitch/Harris DPS475/575 Unit Programming Training, (2009)

Telsec Monitoring Device Programming, (2009)

Oracle 11i Applications (2009)

Windows (2007)