

Jean-L Cettie

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Result-driven and self motivated Supply chain professional, willing to commit to an organization in the supply chain functions with experience in applying business best practices in operations coordination. Looking to utilize supply chain working knowledge, analytical techniques and performance metrics in the functions of procurement, Demand planning, materials and resource planning & Forecast, inventory control and replenishment. Self-starter, Problem solver and readily adapts to change.

Work Experience

Buyer/Planner

MT Unirepair - Wilmington, MA

February 2018 to 2020

Daily managed company branch's supply chain in North America: • Monthly planned and sourced main components for the repair/production floor through company and main supplier's ERP systems combined with complex and divers Microsoft excel files • Monthly planned and sourced divers p/n of custom made packaging and other, for the shipping and receiving/ warehouse department, and all other miscellaneous supplies through divers excel tools.

Operations Coordinator

Axis Communication - Chelmsford, MA

August 2017 to August 2017

Processed open box RMAs with or without restocking fees, including RMAs for Stock Rotations and DOA parts. • Credited Reseller/Distributors and customers' accounts. • Ran Inventory reports through company Eros (SAP, Oracle) and MS Office Excel for interstate and international visibility • Communicated with remote logistics centers to authorize the reception of returned parts, request shipment expedites and confirm disposition of materials.

Purchasing Specialist/ Planner

Apem Inc - Haverhill, MA

January 2017 to May 2017

Daily Placed and managed high volume of international and local POs based on ERP demand (Epicor), with various vendors in France, Germany, Japan, Taiwan, South Korea, main land china, and locally • Planned demand and determined proper PO volume/cost ratio to apply. • Reviewed Order acknowledgements and invoices from vendors for discrepancies in price, Part Numbers, quantity and ETA dates, • Monitored and proactively Expedited orders to improve or/and meet customers' ETA demands.

Logistic Coordinator/ Inventory Control

Spring Mfg Corporation - Tewksbury, MA

May 2010 to November 2016

- Handled day to day logistics, coordinating inbound and outbound domestic and International shipments
- Managed, controlled and replenished inventory • reconciled inventory variances and updated data

through company ERP system • Was accountable for processing overseas custom requirements and
•Received and processed incoming orders and assignments via company ERP system.

Operation and Production Coordinator

ITT Torque System - Billerica, MA
2007 to 2009

Implemented continuous Improvement (CI) and value stream mapping techniques and successfully quadrupled daily production of a dependent demand part (a main component of electric motor), from seven to twenty eight pieces •Awarded recipient for beyond expectation performance.

Other Experiences and Proficiency

- Business Development/Account Manager- Carried out business development functions for various South Korean made items as account manager for the South Korean governmental trade Agency (KOTRA).
- Advanced knowledge of Microsoft Excels (formulas, pivot tables). Experience with various ERP systems • Knowledge of SAP (Systems Application & Products) software • Good knowledge of graph design including dashboard, scatter, Bar and line graphs. • Attention to Detail •Trustworthy •known for integrity and honesty and dependability.

Education

Master's in Business Administration (MBA)

Anna Maria College - Paxton, MA

Skills

- MRP
- ERP Systems
- Supply Chain
- Lean Manufacturing