

Jennifer Wiley

Methuen, MA 01844

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- Dedicated Operations Supply Chain Management Professional with effective servant leadership background.
- Experience includes leading continuous improvement activities engaging every facet of the business process by adding value to increase customer service and reducing costs by decreasing process inefficiency.

Authorized to work in the US for any employer

Work Experience

Inventory Control Specialist

Rapiscan Systems/AS&E - Billerica, MA

July 2021 to Present

Responsibilities:

- Responsible for the kitting, picking, and packing of all material that flows through the “Pack and Ship” cell.
- Coordinates with production to ensure “ship-along” material is ready and supports the overall production schedule.
- Manages the onsite requirements of outsourced packaging labor to ensure crating is complete and the schedule aligns with the system shipping plan.
- Physically prepare shipments for pickups including picking/packing and overseeing the crating of cargo systems.
- Provides support to Supply Chain to address supply shortages and inventory discrepancies.
- Research and resolve issues, questions, or problems that arise to include part shortages, part discrepancies, and Bill of Materials (BOM) errors.
- Works with Production Leads to have sub-assemblies built in accordance with the packing and shipping schedule
- Accurately complete work orders to its subsequent levels.
- Investigate production control problems, analyze root causes, and derive solutions
- Maintains inventory accuracy by properly counting, recording, and staging parts.
- Multi-task to support changing demands to meet production and shipping deadlines while maintaining shipping schedules
- Coordinate with Inventory management to drive material expediting needed to meet production requirements
- Knowledge of bills of materials (BOM) structure
- Uphold the company's core values of Integrity, Innovation, Accountability and Teamwork.
- Demonstrate behavior consistent with the Company's Code of Ethics and Conduct.

Kanban Coordinator I

Nuvera Fuel Cells - Billerica, MA

April 2015 to June 2021

- Assist the development and implementation of Kanban
- Kitting jobs to work orders quickly and accurately
- Receive to stock incoming components, count, verify paperwork against work orders for accuracy, label and store parts in proper locations.
- Proficient in SAP/ Great Plains, MS Office
- Team-player who can also work independently
- ECN implementation
- BOM Auditing
- Working with Production Planner and Materials Planner to issue inventory to production as needed.
- Lead for year end physical inventory, supporting Finance
- High attention to inventory accuracy, organized
- Worked with purchasing for processing the return & tracking of defective parts (RMA).
- Established supermarkets and visual managed inventory locations throughout plant
- Maintain flow of parts delivery to assembly areas from RIP area. Monitor line locations for compliance of empty bin pick up, refill and delivery.
- Maintain flow of parts delivery to the RIP area from stores. Monitor RIP locations for compliance of empty bin pick up, refill and delivery
- Ensure smooth shop floor ECN implementation. Make sure new Kanban bins are in place, parts are supplied at 1st usage requirement and old parts are removed from their locations.
- Maintain the integrity of the Kanban process. Maintain parts usage integrity and bin locations by part. Maintain Kanban labels and replace as needed
- Evaluate possible improvements in the Kanban process and implement them on a continuing basis.

Materials Coordinator

Bartley Machine - Amesbury, MA

December 2013 to January 2015

- Using office software E2 shop system, SAP, UPS & FedEx
- Perform stock rotations per first in, first out (FIFO) guidelines.
- Made pick-ups and deliveries to our suppliers using a company box truck and pick up.
- Creating packing slips and labels. Soldering control box switches for school bus signs.
- QA: Checked for damaged goods, verifies quantity and items received with purchase orders.
- Cleaned, wrapped and packaged customer orders.

Warehouse and Distribution

Hewlett Packard - Andover, MA

August 2010 to October 2013

- Certified forklift operator
- Loading & unloading freight on a dock to and from trailers, ability to lift 50lbs and above.
- Entering in purchase orders and scanning barcodes into a Citrix database.
- Training new employees on forklifts, new hire orientations.
- Discarded and rejected products, materials and equipment that did not meet specifications.
- Inspected outbound shipments and conducted random sampling to ensure product quality.

Education

Associates in Science

Hesser College

2011

Diploma

Methuen High School

1996 to 2000

Skills

- Warehouse Associate
- Forklift
- Picker Packer
- Stockroom
- Pallet Jack
- Packing
- Materials Management
- Materials Handling Experience
- Data Entry
- SAP
- Inventory Control
- Kanban
- Manufacturing
- ERP Systems
- Microsoft Dynamics GP
- Citrix
- Oracle
- Supply Chain
- Microsoft SharePoint
- Order Entry
- Agile
- Process Improvement
- Warehouse Distribution Experience
- Procurement
- Lean
- Six Sigma

Assessments

Forklift Safety – Proficient

February 2020

Best practices and safety hazards in forklift operation

Full results: [Proficient](#)

Attention to Detail — Completed

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Completed](#)

Warehouse Shift Leader — Completed

November 2020

Supervising warehouse staff and maintaining safety and security standards

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.