

Joseph Nitura

Logistics Coordinator/ Purchasing Agent

Commerce City, CO 80022

joenitura@gmail.com

720.878.5566

I am a highly motivated, creative and detail oriented professional with a positive attitude. I am a team player with a willingness to contribute wherever I can for the overall success of the company. I have 5 years of experience working in a supply chain/ logistics capacity successfully and effectively managed business to business (B2B) transactions and internal inventory processes. I possess strong interpersonal, leadership, negotiation, analytical and problem solving skills. I am a trusted resource for meeting deadlines, goals, and expectations on time and often before the expected due date. Willing to relocate: Anywhere

Work Experience

Logistics Coordinator/ Purchasing Agent

RK Mechanical/ Supply Chain Department

June 2015 to December 2018

Performed diversified and account administrative duties for Purchasing team's engagement with the accounting department.

- Provided support as needed for multiple construction projects both dealing with Project Engineers and Project managers on materials purchased and outstanding orders.
- Prepared correspondence on a B2B aspect via email or telephone communications, and ensured vendor inquiries were resolved within a timely manner.
- Scheduled and maintained calendar of appointments, meetings and delivery itineraries.
- Ensured documents such as P.O.D.'s, Material Requisitions, and CAD documents were filed and saved for future review.

- Ensured sensitive documents requested by providers, or internal/external customers were sent in a timely manner and done in a manner compliant within company ISO standards.
- Performed the quoting and purchasing of materials for a variety of different construction projects both within the state of Colorado and throughout the Rocky Mountain region.
- Assisted in the training and onboarding of newly hired receiving employees.
- Operated a personal computer using internal software packages reserved for project engineers, VP .This included MS Excel, MS Word, Outlook, and other miscellaneous software packages.

Electrical Apprentice

Silverline Services/ Instrumentation - Electrical Department

July 2014 to February 2015

Performed diversified and confidential administrative duties, which required knowledge of general contractor policies and practices.

- Prepared correspondence, memoranda, reports, routine and some non-routine correspondence and memoranda follow ups.
- Scheduled and maintained calendar of appointments, meetings and travel itineraries.
- Coordinated related travel arrangements and appointments.
- Prepared and managed Material documents and safety information.
- Assisted in ensuring the installation of a variety of different automated valves and low voltage heating units.
- Utilized problem solving skills in order to resolve routine and complex issues as it relates to on site instruments.

Electrical Apprentice

Tarpon Energy Services - Instrumentation - Electrical Department
April 2013 to July 2014

Performed diversified and confidential administrative duties, which required knowledge of general contractor policies and practices.

- Independently and within a team completed the installation of various low voltage instruments pertaining to the heating of on site piping.
- Prepared correspondence, memoranda, reports, routine and some non-routine correspondence and memoranda follow-ups.
- Scheduled and maintained calendar of appointments, meetings and travel itineraries.
- Coordinated related travel arrangements and appointments.
- Prepared and managed Material documents and safety information.
- Assisted in ensuring the installation of a variety of different automated valves and low voltage heating units
- Managed material BOH for multiple project sites.

Education

Business Management / Marketing

Front Range Community College

Skills

EXCEL (3 years), MICROSOFT OFFICE, WORD (3 years), PUBLISHER, VIEWPOINT

Additional Information

COMPUTER SKILLS

- Microsoft Office
- Windows - All versions
- Excel
- Word
- Power Point
- Publisher
- Google Docs
- ToolWatch
- Viewpoint
- Other
- Fieldlens
- Viewpoint
- GlobalShop