

# Kerry Dukarski

Johnstown, CO

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15-year supply chain professional with experience as a Buyer/Planner/Supply Chain Analyst and Procurement Specialist for overseas and US-based supply chains. Logistical experience for military and government based loads. Government clearance.

- MS Word / Excel / Power point proficient
- Strong ability to create effective business relationships with Customer
- Great attention to details and organizational skills
- Outstanding communication skills
- Treasurer for Homeowners Association 6+ years
- Excellent Work Ethic
- Excels in Problem Solving
- Adapts to change quickly and effectively
- Strong Computer Skills
- Self Motivated
- Proficient with LPS, AMN, RESNET, Vendorscape, Veritas and Time Matters.
- 13 year experience in banking and residential law
- Reading/Jewelry Making/Water Sports/Gardening/Spending time with family and friends

## Work Experience

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### **Dispatch/Freight Coordinator**

Landstar Logistics

June 2021 to Present

- Coordinates transportation for Government and Aerospace related shipments.
- Responds to Customer inquiries and referring clients to proper channels.
- Utilize web based programs as well as internal data base and spreadsheets.
- Effectively manages allocated drivers to support Customer needs.
- Works daily with firm deadlines adjusting shipping arrangements as needed.
- Review quality of all services provided meets the required standards.

### **Material Coordinator - Hybrid**

MMSolutions Contract for Keysight Technologies

August 2020 to April 2021

- Manage material flow for various systems
- Monitors status of open POS from point of creation to time received into inventory to ensure on-time delivery of all materials, including timely resolution.
- Assembled kits for various systems
- Coordinated flow of materials for finalizing kits
- Worked with firm deadlines
- Maintain records of all materials used on a project
- Worked directly with Purchasing department and Engineering department

## **Buyer / Planner - Supply Chain Management**

Bestop Inc - Louisville, CO

April 2018 to April 2020

- Place POs with multiple vendors, US-based and overseas for the procurement of production material as required by forecast and the production schedule.
- Monitors status of open POs from point of creation to time received into inventory to ensure on-time delivery of all materials, including timely resolution.
- Expedite or defer orders as required based on schedule/inventory changes.
- Determine and establish optimal inventory levels based on forecast, demand variation and material lead times.
- Coordinate material flows throughout product/BOM changes, obsolescence, and the introduction of new suppliers and/or materials due to new product development.
- Manage and resolve issues regarding PO to invoice discrepancies, returns and quality problems with suppliers.
- Provide back-up support for supply chain functions including shipping, receiving, material handling and other duties as assigned.
- Setup and maintain material master system planning parameters (MOQ, lead time, safety stocks).
- Collaborate with internal customers and provide a high level of customer service, including recommending solutions, resources, and alternative supply options.
- Ensure and promote compliance to company and procurement policies and procedures.
- Negotiate tariffs with overseas suppliers.
- Supported multiple Departments internally with PO related functions.
- Experience with re-sourcing commodities to new suppliers.
- Managed 15 suppliers (both overseas and US-based) ○ Negotiated better lead times / pay terms / tariff sharing.

## **Service/Business Support Supply Chain Management**

UFI Filters, USA - Troy, MI

July 2014 to March 2018

- Logistics/Packaging Procurement Management of customer accounts in automotive and industrial industry.
- Facilitator of multiple customer web-based portals.
- Utilizes both Excel spreadsheets as well as internal data base to report warehouse stock and sales reports.
- Assists Project Managers with packaging/logistics volatile situations.
- Manages all customer ordering needs and special circumstances as they arise.
- Coordinates all transportation for customer needs based on assigned incoterms.
- Oversees procedures/policies and practices for multiple warehouses in multiple States.
- Review and submit weekly/monthly sales and warehousing reports to Corporate Executives.
- Facilitates support to Office Staff and Executives daily.
- Managed flow of goods and services, involved with the movement and storage of raw materials for production, inventory levels and of finished goods from point of origin to Customer sites.
- Full time planner in supply chain management.
- Effectively manages reporting deadlines, project priorities and Customer needs.

## **Presale Supervisor REO Department**

Potestivo & Associates - Rochester Hills, MI

June 2011 to July 2014

- Managed reports daily for multiple clients/tasks and reassigned tasks to other members of the Team accordingly
- Reviewed Real Estate Title and cleared any open issues to comply with Client and State guidelines
- Worked daily with various Title Companies to manage tax/water and homestead on large group of REO Properties. Managed accounts for outstanding balances until properties were resold.
- Obtained payoffs for Home Owner Association dues when applicable.
- Prepared Homestead Documents on behalf of Client.
- Covered Title Review responsibilities for Title Director and Vice President of Firm in their absence.
- Assisted Escrow when needed with any tasks they may need to have cleared to prevent delays for Closings.
- Strong relationship with Clients and Customers on a regular basis.
- Created and incorporated policies and procedures that will better serve Client needs.
- Provided training to Employees for various Client and Interoffice Systems.
- Worked often and well with numbers, checks and balances.
- 6 months after starting employment at firm, was Nominated Employee of the month.

## **Project Manager - Packaging**

Chrysler - MI

December 1999 to November 2006

- Managed containerization for small car parts from Supplier to Automotive line for FCA/Chrysler.
- Worked in multiple customer based programs.
- Reported directly to Chrysler Executives.
- Designed/tested and implemented packaging designs.
- Worked with internal resources to achieve functional packaging goals.
- Selected materials for packaging based on durability cost and effectiveness.
- Daily tasks included managing project priorities and deadlines.
- Develop and maintain financial tracking system for multi-million dollar programs.
- Interacted with Chrysler based programs to manage and create Purchase orders.
- Reported directly to FCA Chrysler Executives.
- Supported Project Managers with their financial responsibilities for each Program.
- Forecast and report monthly cash flows and liabilities to FCA Chrysler.

## **Senior Processor - Title Review**

NDEX (fka Trott & Trott PC) - Farmington Hills, MI

December 1995 to December 1995

- Managed LPS report daily for multiple Clients/tasked and re-assigned tasks to other members of the Team accordingly.
- Reviewed Real Estate Title and complied with Client and State guidelines which also included Bankruptcy and Publication Correction steps of other Processors.
- Prepared notifications to Junior Lien holders of current Foreclosure standing for Senior Lienholders.
- Managed Title Review Team and covered Supervisors daily tasks as needed in their absence.
- Supported other members of Title Review Team to help resolve any problems as needed.

- Corresponded directly with other Title Companies to ensure quality standards were met.
- Coordinated directly with Financial Institutions and Foreclosing Attorney to establish a date of sale following each file was in full compliance with State Laws regarding the foreclosure and sale of residential property. I\*LOGIC - Troy,

## Education

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### **MI Business Administration**

Phoenix Institute of Technology - Phoenix, AZ Commercial Art Detroit College of Business - Phoenix, AZ

## Skills

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- Procurement management
- Purchasing
- ERP systems
- MRP
- Forecasting
- Sourcing
- Customer service
- Sales
- Account management
- Product development
- Project management
- Freight
- Negotiation
- NetSuite