

Kirk Williams

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Objective

To be accepted within an exciting organization that brings many years of success and fulfillment.

Technical Summary

- Capable of many ways to sustain extremely high levels of OTD.
- Fluent with MRP & ERP systems (SAP & Oracle based software's).
- Proficient with reconciling invoices, Microsoft Word, Excel, and Outlook.

Experience Summary

- Excellent ability to maintain customer needs and correct all levels of invoicing, inventory, back flushing & shipping discrepancies.
- Sourcing, creating purchase orders, PO & Item system maintenance, Adjusting min max levels, Creating quotes for customers, & vendors, while maintaining a high level of inventory accuracy.
- Prior experience with shipping software, packaging, receiving, and forklift certified on a variety of forklifts.

Professional Experience

Inventory Analyst

S & F Corporation - Woodbury, MN.

01-2015 / 09-2018

- Independently analyzed inventory with creating various reports using excel.
- Supported buyers with executing purchase order requisitions & correcting Po match exceptions.
- Systematically imported new items and set up new vendor accounts.

Shipping & Receiving Supervisor

Dart Advantage – Eagan, MN.

08-2010 / 01-2015

- Scheduled freight shipments and delegated training and PM's on forklifts.
- Managed a team of eleven employees on fulfillment responsibilities.
- Incorporated freight modeling attributes on new and existing accounts.

Inventory Specialist

Honeywell - Golden Valley, MN.

09-2004 / 08-2010

- Responsible for high level inventory adjustments as well as corrective actions.
- Controlled a cycle count team for inventory accuracy.
- Forklift Trainer and Safety Coordinator.

Education

- Wayzata public school district #284. Wayzata, MN.

High school diploma.