

MURRY MOORE

Georgetown, Texas 78626 | 1-214-709-8777 | murrymoore@sbcglobal.net

Professional Summary

Results-oriented Supply Manager well-versed in inventory management, equipment accountability and supply distribution. Knowledgeable about forecasting requirements.

Skills

- Teamwork Skills
- Freight Processing
- Medical Supplies and Equipment Organization
- Active Listening
- Quality Production
- Accurate Reporting
- Supply Orders
- Supply Tracking
- Resource Allocation

Work History

Central Supply Director

05/2019 to 04/2022

IGNITE MEDICAL RESORTS – Round Rock, TX

- Forecasted requirements and set reorder points to maintain optimal levels.
- Directed inventory regulation processes and accounting input data processing and reviewed output records from supply systems.
- Managed accurate files and implemented new organizational systems to improve traceability.
- Handled maintenance reports for orders requested and completed.
- Oversaw and regulated warehouse inventory consisting of 382 lines at \$250,000+.
- Purchased, organized and distributed supplies for maintenance activities and personnel use.
- Analyzed inventory to determine serviceable, unserviceable and salvageable materials and compared items against [Company] back stock records to distribute to designated locations.

VAN DRIVER

12/2020 to 12/2021

Bridgemoor Transitional Care – Round Rock, TX

- Maintained vehicle by refueling, performing regular fluid level checks and cleaning interior and exterior of vehicle.
- Utilized maps, GPS, landmarks and traffic conditions to expertly navigate to and from destinations efficiently.
- Communicated with other shuttle drivers to negotiate and build schedules.
- Assisted clients with loading and unloading of personal items and luggage, often delivering

luggage to clients' rooms.

- Managed reservations and pre-booking, scheduling passenger pickup and enabling on-time pickup.
- Transported elderly and disabled people to and from hospitals and long-term treatment facilities.
- Performed minor repairs to vehicles such as tire changes, fluid top-offs, windshield wiper replacement and tire pressure checks.
- Drove smoothly to maintain comfort of clients suffering from disability or injury.
- Observed and followed traffic laws and regulations specifically reinforcing public and client safety.

Education

MUSIC/PSYCHOLOGY/SOCIOLOGY

UNIVERSITY OF NORTH TEXAS - Denton, TX

I ATTENDED NTSU FOR FOUR FULL YEARS (8 FULL SEMESTERS), FROM SEPTEMBER, 1970 UNTIL MAY, 1974. I DID NOT RECEIVE MY DIPLOMA AS EXPECTED DUE TO A MISTAKE IN MY DEGREE PLAN OF WHICH I WAS NOT INFORMED UNTIL I HAD LEFT CAMPUS AND MOVED. I ONLY NEEDED 3 ADVANCED ELECTIVE HOURS, BUT WAS UNABLE TO SUCCESSFULLY COMPLETE THOSE HOURS. I HAD 148 HOURS ACCREDITED, WITH ONLY 124 NEEDED FOR THE BA IN PSYCHOLOGY.

- Dean's List FALL OF 1970 AND SPRING OF 1971, 3.66 OF 4.00

High School Diploma

05/1970

Lake Highlands High School - Dallas, TX

- Elected to NATIONAL HONOR SOCIETY for LHHS AND THE RICHARDSON INDEPENDENT SCHOOL DISTRICT in 1970
- Awarded TOP TEN PERCENT HONOR AWARD
- SECOND CHAIR ALL-STATE SYMPHONIC BAND MEMBER
- Awarded A MUSIC GRANT-IN-AID SCHOLARSHIP TO NTSU TO STUDY PERSONALLY WITH JOHN GIORDANO

Affiliations

MEMBER OF REDEMPTION HILL CHURCH, GEORGETOWN, TEXAS. A SMALL, NON-DENOMINATIONAL BIBLE CHURCH.

CHESS

CHESS IS AN ENJOYABLE HOBBY.