

Melissa Campos

Seeking a Materials Coordinator position in an organization where I can apply my experience and efficiently contribute to the company's growth.

Austin, TX 78721

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To work in a stimulating environment where I can enhance my knowledge, skill to serve the company with the best of my efforts with 5+ years experience.

Authorized to work in the US for any employer

Work Experience

Material Coordinator

Applied Materials - Austin, TX

January 2022 to Present

- Coordinating with other staff members to ensure that orders are placed on time, materials are delivered on time, and materials are stored properly
- Reviewing material samples in order to determine which products will be used in production runs
- Monitoring material inventories to ensure that the correct amount of materials are on hand at all times
- Ordering new materials when inventory is low or when materials are no longer usable due to defects or damage
- Checking incoming materials for any defects or flaws that may need to be addressed prior to use in manufacturing
- Determining the type of material needed for specific projects based on client specifications
- Coordinating with suppliers to arrange for delivery of raw materials or finished products
- Scheduling repairs or maintenance work as needed on machinery used in manufacturing facilities
- Coordinating with shipping departments to arrange for delivery of materials to customers
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Material Handler

Applied Materials - Austin, TX

January 2019 to Present

Maintains inventory by identifying, labeling, and keeping materials and supplies in stock, recording location of inventory, and reporting shortages. Locates materials and supplies by pulling and verifying materials and supplies listed on production orders.

Education

High school diploma

Skills

- Logistics (5 years)
- Materials Management
- Shipping & Receiving (2 years)
- Supply Chain
- SAP (2 years)
- Manufacturing (2 years)
- Procurement
- ERP Systems (2 years)
- Microsoft Office (5 years)
- Materials Handling (4 years)
- Load & Unload (3 years)
- Microsoft Excel (5 years)
- Quality Control (2 years)
- Inventory Control (3 years)
- Typing
- Warehouse Experience (5 years)
- Merchandising (3 years)
- Microsoft Word (2 years)
- Order Entry (1 year)
- Order Picking
- Packaging (2 years)
- Analysis skills (5 years)
- Customer service (10+ years)
- Bilingual
- Assembly (2 years)
- Cleanroom (2 years)
- Oracle (3 years)
- Programmable logic controllers
- Spanish
- Computer Networking
- Sourcing
- Process Improvement
- Quality Assurance (1 year)
- Freight Experience

- Coordinate measuring machine
- English