

**Michael Cooper**  
**3022 Teak Forest Trail**  
**Houston, TX 77084**  
**832-489-9638**  
[coop5@yahoo.com](mailto:coop5@yahoo.com)

---

## **OBJECTIVE**

To obtain an entry-level/internship position in Supply Chain while utilizing my educational experience and gaining valuable work experience in a team-oriented environment

## **EDUCATION**

University of Houston - Downtown  
Bachelors in Supply Chain Management  
GPA: 3.5/4.0  
Present

Mayde Creek High School, Houston, Texas

## **COMPUTER SKILLS**

Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe (Acrobat, Photoshop), SAP

## **WORK EXPERIENCE**

Gaumer Process  
Material Coordinator  
April 2023 – Present

- Perform transactions in SAP to update condition codes as material is inspected
- Prepare and generate job pick tickets and inventory cycle count documents
- Maintain system to ensure accurate descriptions, part numbers and correct color banding is being used
- Provide Quality Controllers with heat numbers, purchasing orders and photos to help in identifying the correct Material Test Report (MTR)

JUSDA Supply Chain Management  
Inventory Clerk/Lead  
November 2021 – March 2023

- Created and generated team daily cycle counts and audits
- Supervised all activities related to inventory control within a warehouse environment
- Ensured all materials were properly stored in correct locations
- Communicated with customers to discuss any discrepancies and/or to ensure all orders were accurate
- Created pivot tables in Microsoft Excel for management to view reports easily

## CSAT Solutions

### Inventory Control Clerk

June 2021 - October 2021

- Performed daily cycle counts and verification of material movement
- Entered data for quantities of parts issued, transferred, relocated and adjustments to database
- Provided physical inventory movement as necessary
- Tracked and analyzed inventory issues or problems
- Conducted and provided inventory trend analysis identifying changes for process improvement

## FedEx

### Package Handler Team Lead

October 2020 - May 2021

- Monitored tasks and workflow to ensure the department priorities and goals were met
- Provided task related guidance and direction to associates
- Loaded and unloaded packages from vans and trailers up to 75lbs
- Sorted packages from cages and containers to conveyor belts using pallet jacks and dock carts
- Repackaged packages with inadequate or damaged packaging
- Positioned packages to allow scanners to read shipping label barcodes and Q codes
- Used hand-held scanner to scan and move hazardous materials

## JumpStreet

### Team Lead

May 2017 – April 2019

- Accurately processed customer transactions and maintained cash drawer
- Maintained the safety of patrons in and around the jumping surfaces and foam pits
- Represented JumpStreet by maintaining a professional attitude in keeping with the park's philosophy
- Communicated and enforced all park regulations and jumping rules in a personable and professional manner
- Communicated any potentially dangerous elements of the facility to the Team Leader, Manager and to a Director of JumpStreet