

Morgan Brown

#readytowork #hardworking 7

Pontiac, MI 48340

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I am currently looking for a full-time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Administrative Assistant-Sales

US Farathane - Auburn Hills, MI

January 2020 to February 2023

- Assist the sales team and management.
- Prepare and process internal documents (spreadsheets, reports, etc.).
- Maintain customer purchase orders as needed.
- Work directly with customer to resolve pricing and contract issues.
- Track engineering and part changes
- Manage service for focus customers
- Oversee customer web-sites
- Provide troubleshooting assistance for customer orders, account status and relevant problems.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies
- Using computers to generate reports, record minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Assisting the needs of others in order to ensure a positive experience.
- Entering data into the systems as far as inventory for on hand reports and production.
- HR duties such as handling attendance discipline documents , organizing training packets and assigning locker to new employees among other duties involving new hires or current employees.

Supply Chain Technician

Miami Valley Hospital - Dayton, OH

March 2015 to May 2019

. Establishes appropriate levels of inventoried products.

1. Creates vendor requisitions (orders for inventory products).
2. Generates documentation related to additions, deletions and file items in the Inventory Item Master for the hospital storeroom and supply rooms.

3. Look into departmental supply backorders (updates orders status with vendors, communicates with departments)
4. Investigate and resolve inventory variances identified by the discrepancies in cycle counts.
5. Resolves over shipments, under shipments, damaged shipments, merchandise not ordered and vendor returns with procurement and vendors.
6. Generate and print documents used in the Stores Inventory Pick and Pack process.
7. Handles department requests (inquiries, problems, pickups, stat requests, etc.).
8. Provides guidance, training and backup for Stock Control Clerks.

Inventory Control Specialist

Nalpac - Ferndale, MI

March 2012 to February 2015

- Recorded all inventory into an electronic data management system (Counter Point), updating previously
- Maintaining and updating records.
- Counting materials, equipment, merchandise, or supplies in stock.
- Reporting discrepancies between physical counts and computer records.
- Developing or improving upon inventory management procedures.
- Stocking and distributing supplies, equipment or merchandise.
- Compiling balance, price and cost reports.

- Place product orders on timely manner and track open purchase orders.
- Manage inventory adjustments and transfers.
- Communicate complex inventory problems to Manager promptly.
- Develop process improvements to achieve company inventory goals.
- Generate and maintain monthly reports on inventory levels.

Education

High school in General Ed

Pontiac Northern High - Pontiac, MI

August 2005 to June 2009

Skills

- Inventory Control
- Shipping Receiving
- Warehouse Inventory
- Manufacturing
- Order Picking
- Assembly
- Logistics
- Microsoft Word
- Time management
- Order Picker

- Computer Literacy
- Supply Chain
- Pricing
- Merchandising
- Management
- Purchasing
- Materials Handling
- Load & Unload
- Microsoft Office
- Packaging
- Transcription
- Administrative Experience
- Microsoft Outlook
- Microsoft Excel
- Accounts Receivable
- Human Resources

Certifications and Licenses

Driver's License

Assessments

Administrative assistant/receptionist — Proficient

January 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Basic attention to detail — Proficient

May 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.