

MICHAEL REED

West Pittston, PA 18643
mmreed0816@gmail.com • (516) 343-8793

PROFESSIONAL SUMMARY

Dependable and experienced logistics and inventory professional seeking a stable, hands-on role where I can contribute long-term. After many years in higher-responsibility purchasing and materials roles, I am intentionally pursuing work that keeps me active, supports a team environment, and allows me to focus on reliable daily operations. Known for accuracy, organization, and a strong work ethic.

KEY SKILLS

- Inventory Control & Stock Management
- Order Accuracy & Documentation
- Shipping and Receiving Operations
- Customer Service & Communication
- Microsoft Office & Computer Literacy
- Problem Solving & Reliability
- Safety & Detail-Oriented
- Team Collaboration

PROFESSIONAL EXPERIENCE

Inventory & Purchasing Specialist

Vanguard Industries East — Norfolk, VA
Oct 2022 – Sep 2025

- Managed inventory levels and monitored stock movement with accurate documentation.
- Processed purchase orders and coordinated with vendors to resolve discrepancies.
- Organized storage areas and maintained clean, efficient workspace.
- Coordinated shipments and supported overall team operations.

Materials & Logistics Coordinator

Fan Equipment Co., Inc. — North Las Vegas, NV
Nov 2018 – Apr 2022

- Performed daily receiving, inspection, and stocking of materials.
- Ensured accurate item counts and maintained updated inventory records.

- Collaborated with colleagues to support workflow and meet production timelines.

Shipping & Receiving Associate

Microchip Technology, Inc. — Colorado Springs, CO
May 2017 – May 2018

- Received shipments, verified documentation, and updated system records.
- Operated pallet jacks and related equipment to safely move materials.
- Identified and reported discrepancies to purchasing staff.

Logistics Support Technician

M-Tron Components, Inc. — Ronkonkoma, NY
Dec 2000 – Jan 2017

- Performed incoming material checks and maintained quality documentation.
- Prepared, labeled, and packaged orders for shipment.
- Coordinated deliveries and maintained accurate inventory records.

EDUCATION

High School Diploma / GED
Paralegal Studies — Nassau Community College, Garden City, NY