

PAUL D. HALEY

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Summary OF QUALIFICATIONS

More than ten years of experience in all facets of inventory control. Most training received under the auspices of the FAA, TSA, OSHA, ISO and The Department of Homeland security.

- Exemplary computer skills
- Eidetic memory
- Self-starter
- Experienced Personal Assistant
- Inventory control specialist
- Inventory procurement specialist
- Warehousing procedure and policy planning experience
- Material control specialist
- Experience with most hand tools
- Accounting experience
- Experience with multiple inventory programs (Great Plains, IMOPS, Basis, SAP)
- Forklift experience
- Management experience
- Knowledgeable of oilfield materials and practices

Work Experience

KLX Energy Services / Cheyenne, WY

January 2024 – Present

Position: Inventory and Asset Coordinator

- Ordered and maintained all inventory for both field and mechanic usage
- Maintained all chemical products for use in the field as well as commercial sale.
- Established tool checkout program
- Established all Min/Max System
- Performed all shipping and receiving duties
- Basic maintenance and repair on pump parts and tools
- Performed due diligence on vendor disputes
- Coordinated all international shipping
- Developed/Maintained vendor relationships
- Negotiated pricing and credit allowance with vendors

Winn Marion-Barber / Evans, CO
December 2022 – January 2024
Position: Warehouse Manager

- Receive and inspect all incoming materials.
- Ensured that internal stock counts were correct by performing daily cycle counts.
- Purchased stock materials as well as special order items.
- Invoice discrepancy resolution.
- Ensured that returned materials never exceeded RMA window.
- Performed all shipping and freight duties. (This includes building custom shipping containers for high value materials)
- Forecast for future materials use.

Topshelf Printers / Greeley, CO
June 2020 – October 2022
Position: Materials Coordinator

- Ensured that all orders received and ready for production within scheduled delivery timeline
- Performed diligence on all missing items and discrepancies
- Kept in constant communication with the sales team, vendors and customers
- Maintained warehouse organization with daily walkthroughs
- Ran multiple online order fulfillment programs, ensuring that each program kept within its SLA
- Resolved/mediated departmental HR issues
- Took part in daily managerial and team meetings
- Took leading role in most company-wide projects
- Performed maintenance work on warehouse facilities.
- Managed online stores receiving team as well as “in house” receiving department
- Personally implemented/created all current receiving policies
- Received all incoming shipments

HB Rentals (a Superior Energy Company) / Fort Lupton, CO
October 2018 to April 2020
Position: Materials Coordinator

- Ordered, inspected and received all incoming inventory.
- Packed and shipped all inventory to customers or company depots.
- Pre-planned inventory for all upcoming projects.
- Maintained all “stock” and “non-stock” material levels.

- Ensured that all inventory was allocated to correct asset or customers.
- Maintained traceability for all inventory usage.
- Point of contact for all 811 calls
- Assisted company Maintenance Technician in repairs to assets
- Acted as primary hose maker/repairer
- Acted as primary desktop publisher
- Maintained all physical records of company and customer receipts

Applied US Energy-Reliance Industrial Products / Greeley, CO
March 2017 to July 2018

Position: Shipping & Receiving / CSSR

- Inspected and received all incoming inventory.
- Stocked all standard inventory.
- Planned and designed all inventory and warehouse changes.
- Unloaded and loaded all incoming and outbound freight trucks.
- Pulled orders according to sales ticket information and prioritize between walk in order, freight orders and truck delivery orders.
- Prepared all outbound deliveries (this included all freight, standard mail and company truck deliveries)
- Built custom pallets and crates per delivery needs.
- Performed daily cycle counts.
- Investigated any and all inventory discrepancies.
- Assisted with walk in customer sales (while an active CSSR)
- Purchased non regular inventory (while an active CSSR)
- Trained in hose building (this includes fracking hoses, hydraulic hoses and water hoses)

United States Postal Service / Greeley, CO
June 2016 to March 2017

Position: PSE

- Handled the daily opening operations for the distribution side of the main postal facility of Greeley.
- Ensured all incoming letter and parcel containers were for correct Greeley facility.
- Ensured that all time sensitive and signature mail was dealt with according USPS guidelines.
- Sorted and distributed magazine bundles.
- Sorted all incoming parcels.
- Handled opening operations for Sunday deliveries.
- Trained incoming PSE's.
- Sorted and distributed P.O. Box letters and parcels.

Xtreme Drilling and Coil Services / Evans, CO

October 2015 to December 2016

Position: Purchasing Assistant

- Assisted in the procurement of all field materials for the Southern Division.
- Assisted in resolving AP/AR invoices and issues.
- Issued purchase orders according to Xtreme Drilling and Coil S.O.P.
- Kept track of all items purchased for the Southern Division until items received into the systems.
- Received all field purchase orders for the Southern Division.
- Document filing as well as instituting new filing system.
- Document publishing.
- Template publishing.
- Warehouse receiving.
- Warehousing procedure development assistance.
- Acted as personal assistant to Purchasing Supervisor.
- Janitorial/Office cleaning duties.

AAR Aircraft Services / Oklahoma City, OK February 2013 to May 2014

Position: Receiver

- Received and inspected all incoming and outgoing inventory.
- Ensured that all incoming materials met manufacturing standards, as well as AAR Oklahoma, FAA, OSHA, ISO and The Department of Homeland Security protocols.
- Prioritized work load to accommodate different customer's AOG (Active on Ground) needs.
- Certified/experienced forklift operator.
- Received certification from The FAA for Parts Inspection.
- Recycling duties
- Built custom boxes/crates to ensure proper containment for any item, be it for shipment or storage.

AAR Aircraft Services / Oklahoma City, OK

May 2009 to February 2013

Position: Parts Room Clerk

- Maintained the parts room I was assigned, including all materials, tooling and company property I.E. computers, tag machines and scan guns.
- Accurately pulled orders per mechanic requests.
- Locate materials requested by mechanics, whether at local facility or another AAR facility.
- Kept daily account of all tooling being checked out to mechanics.
- Performed weekly expiration checks for chemicals and all applicable materials.
- Worked under the security guidelines set forth by AAR, The FAA, The DOT, The TSA and The Department of Homeland Security.
- Worked under the safety standards set forth by AAR, OSHA, The EPA and the 5S Program.
- Performed daily inventory cycle counts.
- Maintained all tools within assigned department. Fixed tools (non-major mechanical issues).

Sgt. Grits / Oklahoma City, OK

October 2008 to April 2009

Position: Order Packer

- Packed all orders correctly and safely to ensure that all items would reach the customer safely and intact.
- Inspected each order to ensure the quality and condition of each item.
- Checked to see that all products presented for the order matched with the individual invoice provided by the sales department.
- Order pulling.
- Unloaded daily deliveries.
- Performed daily cleanings.

Stanley Steemer / Oklahoma City, OK September 2006 to September 2008

Position: Cleaning Technician

- Performed daily maintenance of assigned company vehicle, which included, making sure all lights and gauges were operational, refilling and restocking all commercial product's,
- Checked all cleaning equipment for any damage or need of repair.
- Drove company commercial vehicle to residential and business locations, including jobs over 100 miles from base shop.
- Spoke with customers to build repore and advise on potential services (i.e.- advising the customer that an odor removing treatment if pets were in the home)
- Moved customer furniture to ensure no damage came to either the piece of furniture or the carpet.
- Trained in cleaning carpet, upholstery, tile and grout and also trained in Stanley Steemer air duct cleaning.
- Worked as assistant to that locations lead emergency water extraction technician (Bobby Holland).
- Trained in emergency water extraction practices and regulations, which includes, the removal of water, the removal of the carpet and pad, and the maintenance of the drying process, which can also include the use of severely hazardous bio-control chemicals.
- Trained in carpet installation and repair.

Education

- Bolivar High School, Bolivar Missouri / Graduated in May 2006
- Dallas County Career Center, Louisburg, Missouri / Completed two year Vo-Tech program in graphic design.
- IICRC / Received certifications in the following practices-Carpet and Upholstery Cleaning, Water Extraction, Tile and Grout Cleaning.
- AAR Oklahoma City-FAA / Parts & Material Receiving and Inspection Certification
- AAR Oklahoma City-5S / Passed all required safety courses and training performed by 5S.
- AAR Oklahoma City-OSHA / Passed all required safety courses and training performed by OSHA.

- AAR Oklahoma City-ISO / Trained in inventory and material control.

References

- Mathew Tindall- Former co-worker at Stanley Steemer, Oklahoma City / (405)463-0685 - (405)763-8938
- Charlie Covey- Former co-worker in the shipping/receiving department of AAR Oklahoma / (405)316-9840
- Jeffrey Senn- Former Lead in the parts department of AAR Oklahoma / (405)812-3470
- Ryan Smotherman- Former Lead in the parts department of AAR Oklahoma / (405)-589-3741
- Iris White- Purchasing Supervisor, Xtreme Drilling and Coil Services / (970)-342-1071
- Mike Bucher- Purchasing Manager, XDR, U.S and Canada, Xtreme Drilling and Coil Services / (307)-258-8705
- Haik Shimoon- Former Director of Procurement-North America, Xtreme Drilling and Coil Services / (713)-380-9118
- Angel Ortiz- Shipping and Receiving, Xtreme Drilling and Coil Services / (970)-381-6529
- Abraham Ironrope- Warehouse/Driver, Xtreme Drilling and Coil Services / (505)-210-1766
- Paul Scordato -Purchaser, Reliance Industrial products / (970)-346-3751
- Monica Hogendorp – Administrative Assistant, HB Rentals / (510)-396-0491
- Chris Miears – Operations Manager, HB Rentals / (970)-581-4232