

- Collaborate with the Manufacturing Engineer regarding all material improvements and with the R&D Engineer in support of design and cost considerations.
- Develop and distribute RFQ's to qualified vendors for materials, services and freight.

APG/ECT

Longmont, CO

2003 to 2010

Shipping Receiving Specialist

- Managed international and domestic packaging and shipping.
- Request for quote of freight services for all shipping.
- Responsible for all international and domestic shipping documentation.
- Interacted with customs personnel and carriers to ensure on time receipt and delivery of shipments.
- Received incoming materials.
- Stocked and kitted materials for production use to meet shipping schedules.

Breece Hill/MaxOptix

Boulder, CO

1996 to 2002

Senior Production Planner

- Created production work orders to meet shipping schedules, received work orders upon completion, back flushing materials from on hand inventory locations.
- Performed daily cycle counts.
- Responsible for material reconciliation as the result of physical inventories.

Tom Tec Imaging Systems

Boulder, CO

1993 to 1996

Inventory Control Supervisor

- Managed and directed the scheduling of inventory control and shipping/receiving to meet the requirements of customers, internal and external.
- Managed purchasing functions for all materials, MRO, direct commodities and engineering needs.
- Created RFQ's for materials and services in support of company goals and customer requirements.
- Managed supplier base to assure quality products and timely deliveries were consistent to meet production schedules.
- Managed freight carrier accounts to assure best price shipping costs and timely deliveries.
- Created and maintained JIT purchasing program.

Denver Autometrics

Boulder, CO

1987 to 1993

Production/Inventory Control Supervisor

- Created and schedules production work orders to meet shipping requirements.

- Supervised the materials and shipping/receiving functions and personnel.

Beech Aircraft

Boulder, CO

1977 to 1987

Inventory Control Lead

- Supervised up to 35 employees with varying levels responsibilities.
- Provided annual goals and reviews to staff.
- Supervised aircraft and target missile stockroom functions.
- Supervised shipping operations both domestic and international.
- Worked with DCAS representatives on meeting government contract specifications.

PROFESSIONAL QUALIFICATIONS

Operations management

Materials management and reconciliation

Cost analysis and cycle counting

KanBan set-up and management

Manual and automated MRP systems operations

Strong organizational skills

Military

Honorable discharge from the U.S. Navy

Additional training

Ball Corporation – completed course in government material control

Front Range Community College – completed several business courses.