

**Richard A. Shepard**  
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## **Work Experience**

- **03/19 to 4/23 - Technology Integration Group(TIG)**
  - Contract Assembly Department - Production and Inventory Control Planner  
ERP System - Oracle EBS
    1. Purchase Requisition creation for Purchase Orders of inventory, invoicing, MRO, Receiving.
    2. Creation of Sales Orders, Bill of Materials (BOM) Work Orders, Part Numbers,
    3. Item Costs, Resource Costs.
    4. WIP Material functions, shipping, issuing parts, inventory transactions, inventory management.
- 8/17 to 03/19 - TPC Colorado, Production Worker Vestas.
- 8/16 to 8/17- EPOCS Manufacturing - Shipping Manager  
Duties included creating Purchase Orders for outside services, including tracking of PO's to insure on time delivery.
- 8/15 to 8/16 - EPOCS Manufacturing - Shipping/Inventory.
- 4/05 to 6/15 - Veris Inc.
  - 1.) Cycle Count's accuracy of Inventory at 97 - 99%. Inventory Control instrumental in reducing inventory levels from \$1 million to approx. \$450k., identifying "dead" inventory, Safety Stock and Reorder amounts, Bill of Material issues.
  - 2.) Inventory control added to duties and responsibilities.
- 11/08 - Promoted to Production Planner
  - 1.) Duties included working with scheduling, purchasing and monitoring inventory to insure parts and material availability for scheduling to meet production requirements.
- Starting Position: Assembler I  
Responsibilities for inventory control, product flow, kitting/staging of sub assemblies, and the assembly of final product.
- *Emerson Process Management Dieterich Standard Inc.*  
Positions: Assembler 1, Shipping/Receiving Clerk 1-3, Lead Person
  - 1.) Outbound shipments with custom packaging, and wooden crates.
    - a.) Meeting customer freight routings, delivery requirements (domestic and international).
    - b.) Accuracy of real time line item shipments to include shipping charges on customer invoice.
  - 2.) Receiving of Inventory, verifying material contents and moving to stocking locations.

Note: including myself, 3 people in department of a company doing \$25-32 million in sales a year.

## **Education History**

Regent's diploma from Royalton-Hartland Central School, Middleport, NY

Associate's Degree in Criminal Justice, Niagara Community College at Sanborn, NY

Bachelor's Degree in Criminal Justice, S.U.N.Y. at Brockport, NY

**Professional Qualities**

- Willingness to learn, Integrity, Reliability, Communication, Helpfulness, Positive attitude, Flexibility.

**Technical Skills**

- Oracle EBS, Microsoft Windows, Word, Excel, Outlook, Mfg/Pro, Made 2 Manage (M2M), ABBAS.

**References:**

*Available upon request.*