

ROGER MAGAR

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OBJECTIVE

To join a company where my many years of expertise and experience in all aspects of supply chain functions including purchasing, production planning and scheduling, inventory control and customer service will be utilized for company and personal professional growth. With my ability as a self-starter and my organizational skills; strong ability to prioritize both internal and external customer concerns; ability to adapt to new software quickly; excellent communication skills with employees, customers, suppliers, peers and all levels of management; my understanding of just-in-time processes and dynamic order changes; and my concern for precise reporting of all aspects of my work area, my skills would be an asset to your organization.

PROFESSIONAL EXPERIENCE

Manufacturing

All aspects of manufacturing supply chain processes including:

Materials and Distribution – Supervised stockroom, kitting area and shipping/receiving departments
Inventory Control – Supervised 22 employees over 3 shifts. Developed inventory control training process
Production Planning and Scheduling – Controlled work schedules for various types of manufacturers
Purchasing – Buyer for raw materials and assemblies for various types of manufacturers

Customer Service / Order Entry

Verbal and written communication with customers and suppliers to ensure that all orders were entered and maintained accurately through initial order entry to acceptance of complete order at end location. Reporting of any problems or concerns to management as needed either verbally or using Microsoft Office Word and Excel. As part of a departmental team our main goal of customer satisfaction was of highest priority.

EMPLOYMENT HISTORY

Cobham Aerospace (Through Job Store Staffing) Production Planner	2019
Astek Corporation <i>Manufacturing Coordinator / Buyer</i>	2013 - 2018
Ingersoll-Rand <i>Hardware Editor</i>	2011 - 2013
Johnson Controls, Inc. (Through Adecco Employment Services) <i>Service Ops Agent Assistant</i>	2010 - 2010
Goodrich AIP <i>Buyer</i>	2008 – 2010

ADDITIONAL TRAINING / SKILLS

Software proficiencies include:

MS Office Word and Excel; MADIC MRP; Oracle MRP; Infoflo MRP; AllianceMFG MRP;
Expandable MRP; ProfitKey MRP; Oracle NxGen; SAP MRP; Oracle 11i, Visual ERP

APICS / CPM Certified

Business major courses at community colleges in California and Arizona

WORK EXPERIENCE

Inventory Control:

Maintain inventory levels within company financial parameters. Manage and audit inventory through cycle counts on a pre-determined schedule. Research and resolve all discrepancies in an expedited manner. Completes and issues any inventory reconciliations to management as required. Reviews any discrepancies with receipts from suppliers, vendors or internal production from the Receiving Department. Resolves any issues from the Purchasing Department with regard to disbursement discrepancies to customers. Resolves any issues from the Manufacturing Department concerning any discrepant issues to internal production. Responsible for control of all tools, equipment and consumables that are checked out to facilitate daily operations.

Purchasing:

Research parts and/or services for potential contractual agreements with suppliers and vendors. Create, send and confirm all purchase orders to supplier, vendors or internal manufacturing process areas. Maintain all purchasing records through computer system or program. Communicates with supplier, vendor or internal process to ensure that product will be delivered on time. Communicate with Accounts Payable and Receivable departments to ensure that any payment and receipt issues are resolved in a timely and efficient manner. Communicate with Warehouse and/or Inventory staff to ensure that all products arrive in good condition. Process vendor, supplier or internal manufacturing returns are handled in a timely manner and ensure that credits are applied where necessary.

Planner / Scheduler:

Responsible for establishing, reviewing and maintaining the master production schedule. Ensuring that the schedule is in alignment with all sales, inventory and operation plans. Balance demand and supply while optimizing finished goods and warehouse inventory to minimize any back-log issues. Monitor and drive resolution of any MRP processing errors. Support Customer Service with all exception request analysis (new orders within stated lead-times). Create and publish factory schedule adherence reports. Maintain data integrity of MRP/ERP planning parameters such as lead-times, lot sizes, safety stocks and any other items for master scheduled product.

Warehouse / Receiving / Shipping:

Maintain all activity regarding receiving, stocking and shipping material. Responsible for receiving materials, components and parts from the Receiving Inspection department. Counts, stocks and maintain inventory for any program related material. Issues material to kits as required. Documenting all transactions on compute system or program. Conducts all cycle counts as needed per pre-determined schedule. Completes and distributes receiving / shipping records to all required areas as needed. Rearranges warehouse/stockroom as needed. Maintain warehouse, stockroom, receiving and shipping areas in a clean, orderly and safe condition.

Customer Service:

Receive all communication from customers to process new orders or answer any questions concerning current orders. Ensure that customer is aware of planned ship date and any problems with order.