

James J. Senczak
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WORK EXPERIENCE

AM General Engineering & Product Development, Livonia, Michigan

Material Control Coordinator

February 2003- January 2014

- Load and Un-Load Trailers
- Support Project Engineers
- Receive Material Using SAP
- Monitor Transactions
- Process Incoming Material for Accuracy Against Purchase Orders
- Reconcile Discrepancies
- Monitor Inventory Levels
- Stage Outgoing Material
- Coordinate Shipment of Parts
- Order Material
- Hardware
- Cycle Counts
- Create Packing Slips
- Create Bills of Ladings
- Hi-Lo experience
- Worked with Outlook, Oracle, SAP, Word, and Excel

Modern Engineering

Material Handler

August 2000 – February 2003

- Inventory Control
- Prepare Packing Slips
- Create Bill of Ladings
- Material Crib Attendance
- Order Material
- Hi-Lo Experience
- Worked with SAP, Microsoft Word, Excel

TRW Automotive Electronics Group, Rochester Hills, Michigan

Material Specialist

November 1993 – July 2000

- Shipping & Receiving of Materials
- Schedule Trucks for Deliveries
- Support Manufacturing Floor
- Internal Auditor
- Oversee Incoming and Outgoing Shipping Activities to Ensure Accuracy, Timeliness, Completeness and Condition of each Shipment
- Schedule appointments for management
- ASN, SAP, BPCS
- Knowledge of MRP, KANBAN, KAISAN, QS900

EDUCATION

Henry Ford Community College, Dearborn, Michigan