

Jamal L. Scott

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SUMMARY of QUALIFICATIONS

- Over 11 years of inventory control and material handling experience.
- Knowledge of automated inventory management systems.
- Computer skills: Windows, iOS, MS Office.
- Experience with numerous Logistics Solutions Software to include Oracle R12, SAP, Supply Vision, Epicor ERP
- Fully trained to operate forklifts and other warehouse equipment.
- Systematic and able to perform repetitive tasks.

PROFESSIONAL EXPERIENCE

Texas Workforce Commission

<https://www.twc.texas.gov/>

09/20 – 09/21

- Due to contract expiration was instructed to seek compensation from the Texas Workforce Commission

Inventory Control Specialist

04/18 – 09/20

BTX Global Logistics, Austin, TX

- Received and kept record of inventory for over 15 companies, domestic and international.
- Followed up with clients via email/phone to ensure correct quantities and part numbers match manifest per Bill of Laden.
- Updated inventory by correctly entering customer purchase orders, nomenclature and locations.
- Provided quality control for sales orders pulled verifying part numbers and quantities are accurate.
- Regularly performed cycle counts/blind counts of on hand inventory, resolving any discrepancies.
- Generated sums for billing purposes and submitted excel spreadsheets to department management.
- Performed additional tasks outside of primary job function to achieve department goals.
- Demonstrated knowledge and understanding of organizational policies, procedures and operations.

Shipping and Inventory Specialist

05/17 - 04/18

Adecco, Austin, TX

- Verified items pulled/picked from inventory matched sales orders part number and quantity.
- Ensured sales orders were fulfilled and same day shipments were ready to be shipped.
- Shipped to domestic and international locations adhering to policies and regulations of couriers.
- Coordinated with freight forwarders and couriers to include FedEx, UPS and DHL.
- Maintained department records and executed inventory transactions and adjustments via JDE Enterprise One.
- Frequently operate forklifts and utilize pallets jacks to fulfill assignments.
- Adhered to guidelines and perform assigned duties outlined by supervisor, management or designee.

Materials Management Dispatcher

12/14 - 03/17

Seton Medical Center, Austin, TX

- Coordinated the movement of supplies and equipment throughout the hospital including deliveries from vendors and other local hospitals.
- Ordered special patient care equipment from outside vendors, initiated purchase orders and entered applicable charges into the patient billing system.
- Performed daily inventory cycle counts of medical supplies and equipment in the main storeroom.

Medical Courier

06/14 - 11/14

Satellite Healthcare, Austin, TX

- Delivered large quantities of numerous medical supplies to 7 contracted hospitals and medical centers alternately throughout the week.
- Received incoming pallets of supplies, and stored individual items in correct warehouse locations.
- Adjusted quantities of items received and adjusted on hand quantities pulled from inventory.
- Promptly responded to phone calls and emails from company staff and vendors.

Materials Management Associate [PRN]

04/13 - 05/14

Kindred Healthcare at Central Texas Rehabilitation Hospital, Austin, TX

- Received vast amounts of medical supplies from numerous contracted vendors, ensuring proper quantity and quality.
- Replenished items throughout facility departments and numerous hospital storerooms, ensuring proper quantities were kept for each type of stock item to minimize downtime.
- Performed periodic cycle counts to validate accuracy of the inventory management system.

Department of Employment Services

07/12 – 04/13

<https://does.dc.gov>

- Due to contract expiration was instructed to seek compensation from the department of employment services

Material Expediter [Contract]

09/11 - 06/12

Lockheed Martin Corporation, Global Training & Logistics

Walter Reed Army Medical Center, Washington, DC

Clearance: *Public Trust Clearance*

- Provided property accountability services for the transfer of over 600,000 U.S. Government medical property items to various U.S military bases and public organizations in support of the Base Realignment and Closure (BRAC) of Walter Reed Army Medical Center.
- Consolidated and organized documented medical equipment, medical supplies, laptops and its accessories by verifying property books SN's and/or part numbers.
- Attached identifying placards, ensuring all supplies were accurately labelled and approved prior to transfer.

Inventory Specialist [Contract]

01/11 - 09/11

Lockheed Martin Corporation, Global Training & Logistics

Walter Reed Army Medical Center, Washington, DC

Clearance: *Public Trust Clearance*

- Received and signed for incoming shipments of medical supplies and equipment from prime vendors in direct support of the Military Health System (MHS) and Department of Defense (DoD).
- Verified packages, processed receipts and labeled shipments accordingly.
- Updated inventory records via Defense Medical Logistics Standard Support (DMLSS) operating system to track facility supplies.
- Generated zero balance counts and submitted stock transfer lists for the replenishment of needed supplies.
- Performed par replenishment functions while verifying nomenclature, quantity and unit of issue.
- Prepared and distributed medical supplies to clinics and wards throughout the hospital.

EDUCATION

- Ventura College, Ventura, CA
- Moorpark College, Moorpark, CA