

Sue Wolf

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PROFESSIONAL EXPERIENCE

COMPX, Grayslake, Il

Inventory Control Supervisor, Jun 2006 – Nov 2012

- Monitored inventory levels to ensure appropriate quantities & maximize availability to provide faster shipments to customers.
- Managed the availability of raw materials to allow machine operators to deliver final products based on customer requests/requirements.
- Managed customer returns through the research & analysis of data & utilization of computer programs/systems.

LIVORSI MARINE, Grayslake , Il

Customer service/Inventory control, Oct 1996 – Jun 2006

- Facilitated sales calls to provide customers with requested products, related components & service information, as needed.
- Managed inventory levels for all products in the warehouse.
- Generated bills of materials based on engineering designs.
- Conducted quality checks to ensure orders were accurately prepared for shipment to customer locations.
- Verified paperwork & labeled packages according to standard operating procedures.

GATEWAY PRINTING CO, Arlington Heights, Il

Pressman/Shipping& Receiving, Aug 1982 – Oct 1995

- Ran a letterpress to print customer requests, i.e, business cards, pamphlets, insurance forms.
- Coordinated all of the shipping & receiving for daily deliveries to meet customer commitments.
- Purchased all of the supplies required to run pressroom machinery.
- Loaded & unloaded trucks for delivery of product to the production floor (forklift certified).

EDUCATION

Wheeling Hgh School, Wheeling, Il

- High School Diploma

ADDITIONAL SKILLS

- Mapics (AS400 ERP system)
- Microsoft Office Excel
- Microsoft Office Outlook
- Microsoft Office Word
- Sage (ERP system)