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Objective: Seeking a position with a stable, progressive company that will allow me to utilize my extensive inventory control and logistics background.

Profile: Hands on supervisor with extensive inventory management, vendor negotiation, customer service and operations experience. Excellent interpersonal, communication, organizational and problem solving skills. Demonstrated the ability to prioritize and handle multiple tasks in a fast paced distribution environment.

Professional Experience:

HTI – Spartanburg, SC. March 2019-Preaent

Receiving Clerk

- Receive all incoming raw material into SAP
- Print product labels for incoming material
- Apply labels
- Daily cycle counts

Advanced Ceramic Coatings March 2018 – Feb 2019

Shipping/Receiving Coordinator

- Receive all incoming parts/material
- Complete incoming quality inspection on all parts received
- Enter sales orders and create packing lists for all sets received
- Maintain Line of Balance for customer reference
- Maintain production schedule
- Contact transportation companies for shipping needs

Keys Printing – Greenville, SC Aug 2016 – Mar 2018

Shipping/Receiving Clerk

- Coordinate all outgoing LTL shipments
- Create packing lists for main plant shipments
- Coordinate customer deliveries to local facilities
- Receive shipments in to PSI
- Schedule incoming shipments

Charter Communications – Spartanburg, SC April 2012 – Sept 2014

Warehouse Technician

- Reconcile 7 contractors – issue new equipment and accept returns
- Pull orders for 6 contractors in timely manner
- Perform weekly CPE count
- Input inventory into CSG system for use for contractors and other offices
- Ship product to outlying locations based on customer needs
- Create Bill of Ladings for shipments using TMS website
- Generate Crystal Reports

- Generate reports from JDE
- Recieve product from vendors into JDE
- Generate and enter daily cycle counts
- Research and discrepancies in inventory counts
- Enter and approve weekly orders for materials needed in warehouse

Langenscheidt Publishing – Duncan, SC

Aug 2004-Feb 2011

Shipping/Receiving Supervisor

- Plan and direct cycle counting team in daily inventory activities
- Maintained a 99.7% inventory accuracy level across six (6) different clients inventory (7500 sku's)
- Coordinated the inventory activity between Great Plains and SAP WMS Systems
- Oversee returns processing and disposition of returned inventory and perform inventory discrepancy analysis
- Obtained freight rates and coordinated freight going in and out of distribution center including International
- Participated in yearly distribution center supply pricing event
- Purchased all supplies for distribution center
- Complete various management and daily reports
  
- Direct assistant to Plant Manager
- Problem solving with field managers
- Enter orders into Great Plains for distribution in the warehouse
- Generate invoices and handle customer billing
- Process returns

BI-LO Supermarket Landrum, SC

Sept 1998 – July 2004

Assistant Bookkeeper

- Supervise Front End of Store
- Perform Till audits
- Reconcile registers
- Reconcile office cash
- Prepare Bank Deposits
- Work Service desk

Education, Skills, Training

- Advanced SAP user skills
- Great Plains user skills
- Microsoft Word, Excel and Outlook
- CSG user skills
- JDE user skills
- Crystal Reporting skills
- TMS Shipping skills
- Peachtree user skills

References upon request