

**PHILLIP  
SHIVLEY**  
300 Picardy  
Lane  
Bolingbrook, Illinois  
60440 (630) 484-3847

**OBJECTIVE**

Looking to utilize the work experience acquired in the business community over the past 25 years to become an integral part of an organization.

**EMPLOYMENT HISTORY**

- 2007-2017**      **Inventory Clerk**      **Re/Up Inc**      **Elk Grove, Illinois**  
Responsibilities include: Inventory control, auditing, order selecting, receiving and RF scanning of parts. Follow all stated company and vendor requirements as prescribed by company directive.
- 2007-2017**      **Warehouseman**      **Swibco Inc**      **Lisle, Illinois**  
several  
Responsibilities include: Inventory control, auditing, order selecting, and packaging of lines in company's product assortment. Following all stated company and vendor requirements as prescribed by company directive.
- 2005-2007**      **Warehouse Receiver**      **D&H Distribution**  
**Bolingbrook, Illinois** Responsibilities include: Receiving inbound shipments for computer equipment & electronics from UPS, FEDEX, USPS, DHL and LTL carriers checking quantities against a PO and entering data into company computer inventory program. Creating receiving documents for billing and material put away. Creating UPC scanning labels and using a forklift for put away of received shipments
- 2004-2005**      **Route Driver**      **Chicago Messenger**  
**Service**      **Chicago, Illinois** Responsibilities include: Pick Up and Delivery for three major accounts ADP Payroll Route, Allstate Insurance for multiple locations and pharmaceuticals for Dominick's Finer Foods. On Time delivery and focused customer service for all (3) accounts
- 2002-2004**      **Purchasing Agent**      **PolyOne Inc.**      **Elk Grove Village, Illinois**  
Responsibilities include: purchasing of raw materials for running of plant extruder machines; purchasing of various materials for plant through all departments; daily cycle count of finished goods/raw materials and reconciliation of all discrepancies; freight claims; blind studies of raw materials to ensure compliance with Company standards; updating of all Certificate of Analysis for raw materials in Company database; interaction with all departments/levels of the organization; MRP experience through SAP software version 4.6 for securing plant material needs.
- 1996-2001**      **Account Services Specialist**      **Comply Enterprises, Inc.**  
**Naperville, Illinois**  
Responsibilities include: Quoting of marketing projects in various forms of media, i.e. cd's, print material, web building/hosting; cost analysis on projects, as well as setting and maintaining margins within budget guidelines; clerical duties including resourcing, oral and written communication with clients/vendors; assist with all office functions including payroll, payables/receivables, filing (paper/digital), switchboard coverage; warehouse responsibilities including order entry, inventory control, maintaining reports for clients and routing freight using surface and air freight carriers.
- 1983-1996**      **Sportmart Inc.**      **Wheeling, Illinois**  
**Associate Buyer 1991-1995:** Total responsibility for the Camping/Outdoors area for 72 retail locations in the USA and Canada. Select product assortment, create planograms for store matrix, maintain budgets and margins, meet with vendors to negotiate

pricing, selling and development of ad flyers, training of purchasing staff, as well as arranging store seminars for associates and customers.

**Assistant Buyer 1991-1992:** Responsibilities include: product assortment in soccer, volleyball

and outdoor games; maintaining product levels, purchase orders, inventory reconciliation and budgets for Senior Buyer in all assigned product categories.

**Purchasing Assistant 1989 -1990:** Responsibilities include: producing inventory reports for

buyers; data entry of purchase orders; allocation of product to stores; follow-up with vendors on receipt of purchase orders.

**EDUCATIO  
N  
1975  
1976-  
1978**

Glenbard North High  
School

Southern Illinois  
University

Carol Stream, IUinois  
Edwardsville, Illinois