

Lana Renee Buzanis

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Objective:

Obtain a position as a team-player in a people-oriented organization where I can maximize my strong interpersonal communication skills, problem solving and customer service experience in a challenging environment to achieve the corporate goals as well as for personal growth and professional advancement.

Experience:

Westlake Chemical

Coordinator I-Customer Service Pricing

November 2017 to Present

- Work closely with Product and Sales management to determine current pricing
- Maintain pricing tables in SAP and spreadsheets specific to customer and product
- Update all affected orders through price change program in SAP when updating tables
- Maintain approvals for monthly pricing tables
- Maintain required approvals pertaining to pricing for internal and external audits
- Issue all credits/debits and returns for all customers with proper approvals
- Investigate all payment issues and work with sales/credit to resolve

Westlake Chemical--PVC

Maintenance Clerk

June 2017 to November 2017

- Responsible for creating Maintenance Department purchase requisitions in SAP ERP system when needed
- Troubleshoot all maintenance invoice problems
- Responsible for scanning and or electronic committal of all maintenance records
- Document Control Coordinator for the Maintenance Department
- Maintain all Maintenance procedures, as necessary
- Update and distribute weekly and daily reports
- Close work orders on a daily basis in the plant
- Enter time against work orders on a daily basis in the plant
- Responsible for creating BOM for equipment
- Assist Maintenance Supervisors and other Department Managers in clerical needs

ACE Compressor Services

Shipping/Receiving

May 2016 to June 2017

- Receive material against purchase orders through QuickBooks
- Create Inventory locations and all warehousing duties
- Retrieve items for sales orders to be shipped
- Check quantities to be received
- Create purchase orders
- Perform inventory cycle counts
- Schedule local and foreign shipments
- Prepare shipments
- Track Customer Supplied Material
- Scan documents
- Create packing slips
- Problem solving
- Communicate with Customers and Vendors

Progress Rail Services

Materials Planner/Scheduler II

January 2015 to May 2016

- Create quotes through excel spreadsheets for customers
- Order locomotive parts using applicable numbers
- Use various catalogs to obtain parts descriptions
- Assist with incremental request and processes, change orders
- Update inbound locomotive statuses for P & L, CSX, BNSF and CN projects

- Compare material to quote
- Research data

Progress Rail Services

AP Specialist

January 2013 to January 2015

- Process all Invoices to receiving documents
- Highly accurate data entry
- Acquire appropriated approvals
- Responsible for month-end accruals
- Enter transactions
- Edit and post batches
- Responsible for reconciling monthly statements
- Communicate with Vendors
- Meet month end deadlines
- Verify accuracy of billing data and corrected any errors
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Sort and deliver mail
- Performs a variety of office support duties by following established methods and routine procedures

Progress Rail Services

Materials/Receiving Specialist

June 2011 to January 2013

- Receive material against purchase orders
- Check quantities to be received
- Create storage lists and put away
- Perform inventory cycle counts
- Schedule local and foreign shipments
- Log shipments
- Prepare shipments
- Track Customer Supplied Material
- Scan documents
- Research
- Create packing slips
- Problem solving

Tri-State Propane, Inc.

Customer Service Representative

October 2010 to June 2011

- Billing on accounts
- Collections on accounts
- Interact and communicate with customers, written and verbal
- Daily deposits
- Enter data from drivers daily manifest
- Accounts Receivable
- Schedule appointments
- Answer multiple phone lines
- Filing and other Office Procedures
- Office time and attendance
- Create customer files
- Fax invoices to customers
- Sort mail

Seaboard Farms of Kentucky

Maintenance Inventory Control/Shipping-Receiving Clerk/Production Worker

November 1991 to May 2002

- Produce monthly data reports
- Inventory management for maintenance department
- Data entry of work orders
- Labor tracking for maintenance department

- Load and unload trucks daily
- Shipping and receiving
- Maintained computer files and paperwork for expansion project
- Operate forklift on a daily basis
- Knowledge of purchasing
- Perform daily mail route
- Perform daily office procedures
- Worked in all departments of production: Eviscerating, packaging, deboning, marinating, special cuts, grading poultry

Education:

West Kentucky Community Technical College

Health Science Technology

2008 to Present

- Financial Accounting
- Computer Course
- Medical Terminology
- Clinical Experiences
- Vitals
- Charting
- Anatomy & Physiology I & II
- Phlebotomy
- Medical Insurance

West Kentucky Vocational Center

1987-1988 Paducah, KY

- Word Processing

Lowes High School

1980-1985 Lowes, KY

- Diploma

Knowledge, Skills and Abilities:

- SAP
- Microsoft Office Word, Excel, PowerPoint and other applications
- 10-Key calculator by touch
- Maintain accurate Records, Sort and Filing
- Calculate moderately complex mathematical problems
- Copier
- Facsimile
- Printer
- Scanner
- Multi-Phone lines
- Intercom
- Maintain clean work area
- Excellent Customer Service
- Work Independently
- Communicate effectively and professionally
- Team Player
- Confidentiality
- Highly accurate data entry
- QuickBooks

Certificates:

- Medicaid Nurse Aide
- Phlebotomy Certificate
- Site Based Decision Making Council