

Thomas Rogers

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Pursue a career in an organization as an inventory control clerk to maintain, organize and improve the production and distribution of goods and services.

PROFESSIONAL EXPERIENCE

Pentagon Technologies • Austin, TX **Senior Inventory Clerk Manager**

2005 – 11/2013

Core Responsibilities: Initiated PO requisitions for spare sale orders and company needed Items on a daily basis. Reviewed and change Min/Max counts, and ordered company supplies as needed. Receive, stock, Issued and updated system counts, processed needed paper work for returns and adjusted system. Maintain stock accuracy; preformed, cycle counts, end of month & year-end audits.

Receiving duties included: Maintained kitting Inventory by part/part type, kit and company specific segregation. Insure all incoming job/kits are received and given job numbers. Inspect for missing or damaged Items and count jobs into system. Document, contact and ship needed Items to and from repair.

Spherion Corporation • Austin, TX **Materials Coordinator** (Dell Inc)

2003 - 2005
1/05-8/5

Verified material locations using system database, on hand amounts and quantities allocated for use. Handled parts with or without material handling equipment

RETURNS CLERK: 02/04 - 09/04 (Sydcor)

Responsible for training and coordination of process changes of all incoming clinic and regular inventory return projects. This would include receiving/shipping and maintaining all system data files. Prepared documentation for items shipped, and those being reentered into company inventory.

MATERIAL ASSISTANT: 8/03 - 02/04 (Dell Computers)

Responsible for performing inventory control including part number identification and preparing forms for order picking transactions. Responsible for handling parts with or without material handling equipment requiring safety and delicate handling procedures.

Advanced Micro Devices • Austin, TX **Senior Material**

1992 – 2002

Performed a variety of inventory control procedure such as shipping, receiving, Spot Checks and or 100% Cycle Counts of material to ensure correct identification including the accuracy of the system against the physical counts. Completed paper work for transactions such as, issues, returns, transfers, stock request and initial order forms. tracked the department's software and hardware assets using Microsoft Word, Used MHE equipment such as company vehicle, forklift, manual and power pallet jacks.

Tenser, Phipps & Leeper Inc. • Austin, TX
Representative / Merchandiser

1991 – 1992

Responsible for ordering and shipping product insuring all forms are accurately completed to manufacturer's procedures. Duties included making sure tags for products are on shelf and set to plan-o-gram; also wrote up damage/credit slips when needed.

DDD. Center (AAFES) • Newport News, VA
Representative / Merchandiser

6/1991 – 3/1992

Duties included preparation, verify, maintain and complete administrative transactions in a warehouse receiving operation. Document and assign freight information, process truckload list, freight billing, packing slips and bills of lading. **WAREHOUSE WORKER:** Order picking, loading, off-loading, stacking and counting product. Placed product in location using warehouse tugs and fork lifts.

Motorola • Austin, TX
Representative / Merchandiser

1984 – 1987

Responsible for data entry and computer operations in an equipment maintenance environment. Duties included dispensing parts to maintenance technicians. Initiated and checked in parts received against purchase requisitions; conducted physical parts inventory and removed obsolete parts from the system. Moved parts to and from the back dock for shipping and receiving; also received and initiated telephone calls regarding parts ordering information.

TECHNICAL SKILLS

- SAP 4.6 Navigation; Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express, Leading Through Values, Rcgznng Conflicts Of Interest, Prev Workplace Harassment, Intellectual Property Overview, Hazcom for Admin and Fab Employees, Bar Coding-Mobile Data Entry.
- Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, MS DOS

EDUCATION

Hampton High School, Hampton, VA. 1975
Commonwealth College, Hampton, VA. 1987 - 89
United States Army. 11/76 – 06/83