**Work Experience**

**Siemens Hutchinson, KS**

*Material Coordinator January 2011 - present*

My current responsibilities include researching and dispositioning inventory variances, closing of production orders, researching and correcting goods receipt/invoice receipt variances, processing non-conformance materials, training new hires in warehouse processes and key-user roles which include various IT applications. I support both the inbound goods receipt processing and the outbound goods movement processing. I operate mobile equipment including: Forklift (propane and electric), Order-Picker, High-Reach Forklift, and Electric Pallet Jack.

I was previously in charge of creating inventory documents and coordinating counters to reach each month end’s goal for inventory verification and SOX requirements.

I excelled in the goods receiving processes as a Material Handler, from initial off-loading of the truck to the receiving the materials into stock in SAP, as well as putaway and posting of the goods receipt as well as reversals for discrepancies. I also excelled as a Material Handler in picking kit sets for the outbound deliveries created for either production or sales orders in a neat and accurate manner, which is acceptable to present to an internal and/or external customer. As well as being able to further complete the outbound delivery posting. I can also pack and load a container or trailer and ensure that the materials are secure. I now support both of these teams as their Material Coordinator and key-user in order to support with various system IT functions and train.

**Krause Plow Hutchinson, KS**

*Loader/unloader February 2009 - January 2011*

My roles and responsibilities at Krause included removing rust and debris off of materials before loading onto rail crane

Loading and unloading of materials between five pounds and eighty pounds onto a rail crane before and after painting. I was also responsible for ensuring that any touchups that were needed were completed, as well as packaging and verification of quantity and verifying that the materials were labeled with the proper part number prior to transport to an internal customer. My experiences included mobile equipment operations including: Forklift (propane) and Overhead crane operations.

**Manpower Hutchinson, KS**

*Laborer November 2008 - February 2009*

I was employed through manpower to work as a temporary employee at Krause plow and was later hired on permanently.

**McDonalds Hutchinson, KS**

*Grill crew member May 2008 - November 2008*

My responsibilities included maintaining a clean working environment and preparation of food in a timely and sanitary manner.

**Dillon’s Hutchinson, KS**

*Customer service representative October 2007 - August 2008*

My roles and responsibilities included providing excellent customer service while maintaining a positive and friendly attitude especially while handling customer complaints. One of my duties was to handle returns and exchanges within company policy. As well as verification of the tills for each register per checker at the beginning and end of each shift, as well as verification of the safe, verification of lottery and postage stock and monitoring the western union transactions. As well as delegating tasks to checkers and baggers when the manger was not present at the store. I was also involved in the stocking of shelves on the days the truck would come in.

**Education**

**Hutchinson High School Hutchinson, KS**

*High school diploma, May 2008*

**Skills**

I am highly motivated. I have advanced skills in SAP WM modules. I am proficient in Windows operating systems, and Microsoft Word, Excel, and PowerPoint. My skills in Microsoft Excel include but are not limited to VLOOKUPs, HLOOKUPS, IF STATEMENTS, mathematical formulas, Pivot tables and Graphs. I have good verbal and written communication skills as well as exceptional problem-solving skills, and the ability to learn and retain knowledge at a fast pace.