

IMA WINNER

4567 Cloverleaf Lane
Carmel, IN 46033
317-777-5555

SUMMARY

A materials handling supervisor with over 15 years of material experience. Special strength in scheduling and manpower as well as leading and supervising others. Able to work independently or as part of a team.

PROFESSIONAL EXPERIENCE

ABC CORPORATION, Richmond, VA

1965 - 2000

Section Leader, Materials Area (1973 - 2000)

Planned, scheduled, coordinated, and directed personnel engaged in materials handling and inventory maintenance and control, utilizing computerized systems.

- Instructed and trained personnel in safety and housekeeping.
- Interacted with cost accounting department to monitor material movements and maintain accurate cost data.
- Supervised taking of regular physical inventories to prevent product loss and insure accuracy.
- Initiated a material readiness program which anticipated schedule manning and material changes, thereby preventing production interruptions.
- Maintained a 99% level of accuracy for all inventories.
- Organized area and facilities for more efficient handling materials and use of space while maintaining safety standards. .

Project Control Coordinator (1966 -1973)

Reviewed, evaluated and summarized budgets, forecast and cost performances, coordinating flow of manpower and materials.

Utility Operator (1965 - 1966)

MILITARY SERVICE

U.S. MARINE CORPS.

EDUCATION AND TRAINING

Classical High School, Roanoke, VA
Associate Certificate, Factory Management, University of Richmond, Richmond, VA
Blueprint Reading (Company sponsored course)