

Ex. #1

Cathleen C. Copeland

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Production Controller, Inventory Analyst, & Buyer

- Coordinate purchasing and inventory control for a company that annually builds and ships 50,000 industrial computers; routinely achieve 100% on-time delivery and zero manufacturing defects.
- Purchase computer hardware, software components, operations equipment, and facilities supplies. Reduced annual costs by at least 5% per year for the past five years by shopping vendors and negotiating price reductions.
- Career progression includes serving as a temporary supervisor in manufacturing, quality control, and the shipping/receiving departments, including international shipments.
- Key team member responsible for expanding operations to produce a new line of industrial computers resulting in annual sales revenue increases of \$5M.
- Participate annually in at least three cross-functional, process-improvement teams focusing on scrap reduction, achieving a reduction of 3–5% per team.
- Recognized in my last performance review by the company president for always seeing the positive aspects of change and company growth.

Employment History

Concentric Hardware Solutions Corporation 04/99 – present
Manufacturer of Industrial Computers with annual sales of \$100M.
Senior Production Coordinator, 09/15–present
Production Assistant, 12/08–09/15
Office Assistant, 04/99–12/08

Buying/Purchasing: Use Materials Resource Analysis (MRA) System to determine purchasing requirements and ensure materials are available for production requirements. Order electronic components and product packaging for production of current stock and legacy computers. Track purchase orders to ensure anticipated changes in production scheduling are monitored.

Production: Act as interim Production Manager, as necessary. Coordinate efforts with Production to monitor shipment/sales/part shortages, etc. Run Bill of Materials (BOMs) and sales/shipment reports. Schedule production while evaluating build times, company goals, and customer requirements.

Inventory Control: Complete daily cycle counts, review daily reports on component use, enter data, run variance reports. Consistently finalize annual actual inventory counts within hundreds of dollars of book.

Shipping and Receiving: Manage the department. Receive incoming shipments, verify counts, and inspect quality requirements. Package and ship all related materials to fulfill sales orders. Research and control required documentation for international shipments.

Accounting: Prepare and email invoices. Produce accounting reports, including accounts receivable/payable, audits, and credit memos.

Early Employment History

1984–1998

- Commercial Secretary, Carlton Industrial Supplies
- Retail Sales Associate, Sears and Lowes
- Service Dispatcher, The Glass Doctor

Education & Certifications

- Washington Community College, Business Management, Associate Degree (AABAS), 2016; currently pursuing, one class to be completed 08/16
- Project Management Professional (PMP) certification through Project Management Institute (PMI)
- Materials Requirement Planning (MRP) 12 credit hours of related coursework, Oakwood College, 2008–2009

Software Proficiency

- Microsoft: Excel, Word, Access, Project, PowerPoint, Outlook
- SyncRight ERP software, master trainer certified
- Peachtree Accounting software

Volunteer/Community Activities

- Volunteered at and participated in numerous 5K races, 2010–present
- Disaster Relief Volunteer through place of worship, 2012–present
- Bountiful Harvest, food pantry, 2013–present
- Coats for Kids, Hammerson Elementary School, 2015