

# SYLVANUS “SYL” J. WILLIAMS IV

Route 5 - Box 125L  
Weatherford, Oklahoma 73096  
(580) 772-8654

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## SUMMARY

**Materials Management / Inventory Control Professional** with extensive hands-on experience in a multimillion-dollar manufacturing environment. Well-developed skills in team building and fostering open communications. Computer literate.

## PROFESSIONAL EXPERIENCE

**IMATION ENTERPRISES CORP., Weatherford, Oklahoma      1981-December 31,2000**  
(Formerly 3M Corporation)

### Inventory Control Analyst      (1993-2000)

Liaison between warehouse employees and the management staff.

- Conduct, analyze and document inventory cycle procedures and data.
- Ensure that raw materials, semi-finished and finished goods are properly accounted for by conducting regular cycle counts.
- Consistently improve the accuracy of inventory volumes.
- Recommend computer and work enhancements to improve work flow and system performance.
- Responsible for planning and logistics of the warehouse bar code system.
- Rectify customer concerns and troubleshoot internal inventory and shipping errors.

### Computer Programmer

- Maintained the plant Human Resources Information System.
- Integrated the time card reporting system into the plant production system utilizing Cognos, Cobol and Basic software.
- Incorporated employee recommended and approved enhancements to the programs.

### Systems Analyst / PC Technician

- Responsible for PC system recommendation.
- Installed and maintained PC computers and related peripherals..
- Installed 10baseT ethernet network.
- Installed and maintained the token ring network.
- Administered the Novell software.
- Provided support ensuring that PCs and peripheral equipment were adequate.
- Wrote procedures for user friendly data input.

### Materials Control Analyst

- Planned and scheduled run cycles of roll goods films for smooth product transition on the coaters.
- Monitored inventory levels of finished goods to support the JIT operation and efficiency of the plant.
- Supported PC installations and software upgrades.
- Saved the company considerable money by eliminating dead products from coating and moving slow products to the pilot coater.
- Developed procedures for disposition of non-conforming product.
- Worked closely with other departments to adjust or correct coating schedules.
- Prepared and presented cost information to plant management and recommended changes to product lines and stocking.

## EXPERIENCE CONTINUED

### Factory Quality Control Technician

- Tested and analyzed current products during their make cycle, and assisted with new product scale-ups.

### Guillotine Operator

### Final Fold Machine Operator

### Fabricator

## MILITARY EXPERIENCE

### UNITED STATES ARMY RESERVE

May 1978-September 1993

- Served as mobilization officer responsible for moving the company in time of need and war for the 663<sup>rd</sup> Engineer Company in Long Beach, California.
- Served as the training officer for B-2-378-95<sup>th</sup> Division.
- Served as company commander for C-2-378-95<sup>th</sup> Division the last 5 years.
- Honorably Discharged attaining the rank of Captain.

## EDUCATION

**Bachelor of Science - Business Management, 1978**

**Minor in Computer Science**

Southwestern Oklahoma State University, Weatherford, Oklahoma

**Associate of Arts - Data Processing**

New Mexico Military Institute, Roswell, New Mexico

## PROFESSIONAL TRAINING

ISO 9002 Internal Auditor

Behavioral Based Safety Steering Committee / Observer

Emergency Squad Team Member

Statistical Process Control (SPC)

Material Requirements Planning (MRP)

Licensed Fork Truck Operator

## TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint), Oracle, MM3000

## REFERENCES AVAILABLE