***Jerad Williams***

**jwilliams8969@comcast.net**

**Skills/Qualifications and Knowledge**

* Proven skills in analytical thinking, attention to detail, problem solving, and project planning in fast paced highly confidential environments.
* 10 years of Purchasing Assistant/Supply Chain experience
* 9 years of experience with Supply Chain ERP system HMS (Healthcare Management System)
* Readily established positive, professional rapport among senior decision makers, support staff, co-workers, and clients.
* Advanced knowledge of Microsoft Word, Outlook, and Excel to produce high quantity of correspondence forms and reports.
* Thorough knowledge with inventory control, maintaining data of quantity, cost, types of items received, stocked, and issued for all departments to assure 24 hour availability.
* Substantial experience in maintaining requisitions, purchase orders, and ordering medical equipment.
* Solid experience with accelerating back orders and obtaining acceptable product substitutions.
* Proficient in delivering constructive feedback to team members to maintain optimal results.
* Demonstrated multi-tasking ability. Highly self-motivated.
* Career reflects record of steadily increasing accountability, challenge and recognition.
* Firm time management skills and proficient ability to manage individual tasks.

**Employment History**

**Supply Chain Specialist Years Employed**

ClipperCreek November 2017 - Present

11850 Kemper Rd. Auburn, Ca

* Maintain the performance of a supply chain from the initial order, to shipment, to billing, while ensuring top tier customer service and resolving any issues or concerns with limited assistance from supervisor or director.
* Forecast future supply needs as well as presenting analysis of the supply needs to all department directors.
* Create spot buys and blanket purchase orders for customer orders then generate releases for the blanket purchase orders.
* Track inventory and orders.
* Communicate regularly with customers to avoid unexpected changes or surprises in orders.
* Procure material for manufacturing and shipment of the final product.
* Identify and order proper quantity of product
* Negotiate pricing and shipment terms
* Manage timely delivery of materials needed to fulfill customer orders.
* Sustain appropriate inventory, schedule and receive shipments of raw material.
* Promptly responding to changes in product demand and solve any supply chain problems that arise.
* Complete and submit all necessary documentation from both suppliers and customers

**Rehabilitation Aide/Clerk Years Employed**

Burger Physical Therapy September 2016 – October 2017

* Assisted Physical and Occupational Therapist with therapeutic treatments for physical, mental, and occupational disabilities, injuries, and illnesses.
* Relaxed and prepared clients for therapeutic treatment sessions.
* Prepared supplies and equipment for treatments.
* Cleaned equipment and treatment rooms before and after each session.
* Maintained inventory supplies.
* Ordered new supplies as needed.
* Maintained and filed patient records to keep them updated and accurate.
* Performed general clerical work by copying and filing documents and sorting mail.
* Greeted clients and answered incoming phone calls to schedule treatment sessions.
* Coordinated therapists and treatment room schedules with patient availability.

**Purchasing Assistant/Clerk Years Employed**

Vibra Hospital of Sacramento March 2007 - September 2016

* Prepared material requisitions, compared data on requisitions, invoices, and shipping notices for material received or issued to verify accuracy of order with limited assistance from supervisor.
* Responsible for ordering materials, supplies, and medical equipment, and follow through with vendors on shipment and delivery.
* Compiled and maintained data of quantity, cost, and types of items received, stocked, and issued.
* Compared data on requisitions, invoices, and shipping notices to material received or issued to verify accuracy of order.
* Contacted suppliers to solve missed deliveries, back orders, and price discrepancies.
* Supplied various departments such as ICU, Med Surge, and Respiratory Therapy.
* Experience with patient transport care related to repositioning, transporting, as well as lateral transfers from table to gurney.

**Occupational Therapist Intern Years Employed**

Dudley Elementary School March 2016 - May 2016

* Mentored by an Occupational Therapist to perform therapeutic treatments.
* Helped and evaluated students from kindergarten through 6th grade with their physical, sensory, and cognitive abilities.
* Relaxed and prepared students for therapeutic treatment sessions
* Guided student’s through treatments to be as independent with their daily activities as possible.
* Kept record and analyzed each students performance to help provide better treatment for their next session.

**Health Science Intern Years Employed**

**Boys and Girls Club** February 2015 - May 2015

* Lead a nutrition based program and used data analysis to help direct better nutrition choices for the participating students.
* Taught healthier diet choices to students by using visuals, crowd participation games, and data analysis from prior research.
* Kept record and analyzed each student’s participation and nutritional habits to help better guide them for the following teaching sessions.

**EDUCATION**

* **Bachelor of Science, Health Science, 2015**. California State University, Sacramento. Dean's Honor Roll.