Production Associate Production Associate Raymore, MO Well qualified and self-motivated individual looking to further enhance my skills, career and your business. I to work successfully with others with strong communication skills, time management, and organizational skills. Dynamic and results driven who can adapt and transition easily between large and small tasks. Work Experience Production Associate Unruh Furniture - Kansas City, MO May 2017 to Present Responsible for ordering and receiving lumber invoices directly with carrier agent. Operate machinery and power tools using the utmost safety procedures and knowledge of equipment. Inventory Manager and Assistant Project Manager Star Companies January 2016 to January 2017 Assist Project Managers in ensuring quality control of projects by traveling to job sites for inspections and close-out walks. Ensuring product stock is adequate for all distribution channels and can cover direct demand from customers. Identify, evaluate and implements new ideas, technologies or process improvements to increase organizational efficiencies and cost savings. IT Business Analyst Retrieve Corporation 2015 to 2016 Communicate client's business requirements by constructing easy to understand data and process models Identify and reconcile errors in client data to ensure accurate business requirements. Collected data, analyzed trends, and made reports as requested. Coded Web app using HTML, CSS, JavaScript, and Python. Education Rockhurst University - Kansas City, MO 2013 to 2015 Diploma Raymore Peculiar High School 2009 to 2013 Skills Excel (5 years), Microsoft Office (5 years), Shipping, Inventory Management (3 years), Invoicing (3 years) Additional Information SKILLS Proficient in Microsoft Office - Excel, Word, PowerPoint, OneNote, Access. Building Analyst Professional Certification (BPI) Ability to lead others and manage crews with strong communication.

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