Christa G. Gindratt

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# Objective

Seeking a position where I can maximize my 10+ years of management, quality assurance, problem solving, and training experience.

# Education

Western Governors University Business Administration 18 credits May 2020

Cedar Valley College Criminal Justice 34 credits

JUSTIN F. KIMBALL H.S. DIPLOMA May 2002

# Skills & Abilities

Microsoft Outlook

Microsoft Word

Microsoft Excel

Microsoft Power Point

PeopleSoft

Leadership

Kronos

Heartsaver CPR/AED Certified

Laboratory Animal Technician (LAT) Certified

# Volunteer

I’m an active advocate for the American Heart Association as I’ve supported the “Heart Walk” over the last six years by donating and walking in different cities including Dallas, New Orleans, and Cypress, TX. I’ve coordinated teams as well as taking on the role of the coach for my department at UT Southwestern as well my family and friends.

# Professional Experience

University of Texas Southwestern Medical Center

Dallas, TX

04/2005 – Present

**Supply Chain; Materials Management Supervisor, 1/28/17-Present**

* Responsible to effective supervise of staff assigned to the Materials Management performing receiving and distribution of materials and equipment, staging incoming and outgoing supplies and equipment, stock put-away and rotation, replenishment, order filling and delivery to user departments throughout the UTSWMC. Monitors receipt and inspection of incoming shipments against bills of lading and purchase orders.
* Effectively supervises the activities and workload of staff members to achieve daily objectives. Prepares staffing schedules and participates in employee performance evaluations and disciplinary actions when required. Provides job-specific training, conducts staff meetings and in-services, and evaluates staff competencies.
* Work closely with the purchasing department to assist with Purchase Orders
* Conducts interviews and assist with training new employees
* Ensures prompt delivery of merchandise to on and off-campus departments.
* Ensures compliance with capital and non-capital equipment receiving, tagging, and distribution policies and procedures. Coordinates safe and timely inter-campus transport of facility assets as needed.
* Oversees accurate data entry of documents for use by Accounting and Purchasing Departments.
* Ensures accurate and timely replenishment processes and works effectively with UTSWMC to address supply requirements.
* Ensures drivers comply with inter-campus delivery schedules and distribution staff provide timely and accurate intra facility receipt distribution and collect required proof-of-delivery information.
* Oversees maintenance of complete and accurate files of receiving reports, freight bills, package slips, rejection reports, etc.
* Provides necessary training and development of staff performing supply chain functions within Materials Management. Mentors, and creates Individual Development Plans for all staff members.
* Assist Business Continuity with requesting MVR checks, requesting driving records, and setting up new drivers for training modules.

**Animal Resources Center, Warehouse Supervisor, 1/21/13-1/26/17**

* Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
* Meets warehouse operational standards by contributing warehouse information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying warehouse system improvements.
* Meets warehouse financial standards by providing annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
* Delivers supplies and equipment to departments by receiving and transferring items.
* Maintains storage area by organizing floor space; adhering to storage design principles; recommending improvements.
* Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data.
* Keeps equipment operating by enforcing operating instructions; troubleshooting breakdowns; requiring preventive maintenance; calling for repairs.
* Accomplishes warehouse and organization mission by completing related results as needed.
* Work closely with multiple vendors on securing contracts

**ARC Floor Leader, SoBran Inc. (UTSW) 11/7/2009-1/19/2013**

* Provides support to the Facility Supervisor with any additional duties delegated
* Mentor and provide training to Animal Technician/Animal Care Attendants.
* Assist Supervisor with daily, weekly and other required reports in the appropriate format and time frame such as tech fees and overcrowded reports.
* Conduct routine inspection of all animal holding areas and support facilities to insure compliance with ARC SOPs’.
* Oversee adherence to site SOP book and maintaining updates and/or revises.
* Report to management on operations-related issues and submit service requests as needed such as physical plant and Steris.
* Plan and schedule the staff’s workload as needed.
* Written in-house disciplinary and presented to subordinates and sat in on human resources disciplinary actions

**Procurement Assistant 6/8/2009-11/6/2009**

* Assigns contracted purchase order and/or contract release number prior to placing orders to ensure identification for billing purposes.
* Processes contracted purchase orders and/or contract release requests within the standard Purchasing Policy Procedures.
* Verifies contracts have not expired to ensure proper auditing trails.
* Assists Buyers in resolving purchasing discrepancies to ensure appropriate documents are correct for Receiving and Accounts Payable departments.
* Receives vendor confirmations, verifies pricing under the guidance of a Buyer or Manager, and inputs orders into the Materials Management Information System.
* Communicates promptly with internal and external customers regarding short shipments, quality issues, order delays, and expediting activities.
* Reviews department confirmations on a daily basis to proactively resolve discrepancies prior to receipt of materials.
* Works with Materials Management and internal customers to obtain Return Goods Authorizations and return of goods damaged in shipping, shipped in error, or determined by the departments to be no longer needed.
* Maintains knowledge of department policy and procedures, and institution and state guidelines.
* Maintains accurate records of all animal shipments and receiving documentation.
* Maintains the Access database for order submissions.
* Daily interactions with approved vendors to ensure orders being shipped and received are prompt and orderly.

**References available upon request**