

**Kyle Wuellner**

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**Experience:**

**ZimmerBiomet, Lenexa, KS**

December 2013-

*Inventory Control Coordinator*

- Assist in maintaining inventory for a multimillion dollar territory
- Assist in managing multiple accounts including large hospitals, regional medical centers, and privately owned surgical facilities
- Provide sales support for 20 sales associates in Kansas and Missouri
- Assist in overseeing the processing of 500 cases per month
- Manage trauma, extremities, sports med, and biologic products
  - Includes monitoring supply and demand for these products
- Managing and forecasting the distribution of implants and instruments to ensure we are covered for surgeries
- Perform day to day operations to ensure job efficiency
- Verifying all implants and instruments are correct before they are sent out for surgeries and when they are returned to the office
- Assisted our territory in company's \$14 billion merger

**Suture Express, Lenexa, KS**

November 2012-December 2013

- Scanning/picking suture items from pick tickets
- Packing all items in appropriate box and securing them to ensure none will be damaged during shipment
- Double checking items with pick ticket to ensure proper item is being shipped to customer
- Double checking shipment information to ensure correct shipment location
- Working efficiently to ensure quotas for both units per hour picked and error free are met
- Putting away inbound shipments on proper shelves

**FedEx, Shawnee, KS**

November 2011-December 2013

- Loading packages on trucks for the days delivery
- Making sure packages are in correct delivery order
- Looking at labels to make sure packages are assigned to correct truck
- Scanning every package as it is being loaded
- Watching the belt to make sure packages are coming down the belt at an appropriate speed
- Floating to other belts and stations to cover positions or help
- Some training of new employees
- Arriving early to setup straight trucks for sort
- Staying late to put away hand scanners

- Pulling/loading packages off a quickly moving conveyor belt
- Lifting 75+ lb packages

**Schmuhl Bros International, Kansas City, KS**

August 2011- October 2012  
February 2010-December 2010

- Responsible for billing and inventory of all rail containers on premise
- Work with various rail yards to insure containers are being sent to the correct port
- Daily contact with businesses for billing and information on order fulfillment
- Assisting in making sure all orders are complete and shipped on time
- Accurate and detailed data entry
- Extensive work in Excel

**Lenexa Christian Center/Family Life Center, Lenexa, KS**

2008-2010

- Membership and other sales
- Setup/tear down of tournaments
- Knowledge of workout equipment
- Cleaning of facility
- Customer service

**Embarq, New Century, KS**

2003-2009

*Forecasting & Material Planning*

*June 2007-April 2009*

- Responsible for ordering products for business customers and for inventory reserves for the warehouses
- Placing orders for current and future buying trends
- Made sure all products ordered arrived to the customer or warehouse in proper time
  - Checked the warehouses to make sure they had enough reserve inventory based on future forecasts
- Extensive work with Excel and Access

*Business Service Assurance Center*

*2003-June 2007*

- Promoted to tier 0 and tier 1 tech support for wireless services
- Data and voice support and programming for all wireless devices
- Working with programs that include PLS, Visage, Maps, Impact, CTMS, and Picture Support Tool
- Porting status and issues
- Helping businesses get their telephone and circuits repaired
- Working with programs that include NIBS, Spice, Access Care, RRS, CIRAS, and COMX
- Communication skills
- Call center environment

**Sprint, Lenexa, KS**

2001-2003

*Prepaid Consumer Sales and Service*

- Provide customer service for prepaid calling cards
- Helped customers with problems for the prepaid calling cards
- Worked with various computer programs
- Data entry