

Jeffrey Morris

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I am a motivated professional with a Bachelor's Degree in Business Administration and Management, working towards an MBA in Project Management. I am eager to support an organization with my analytical problem solving, ability to adapt to changing needs, willingness to continually grow, and aptitude to work with minimal supervision. I am looking for an opportunity in which I can grow professionally while simultaneously contributing to the growth of the organization.

Education

MAY 2018 - PRESENT

Master of Business Administration and Project Management
Columbia Southern University, Orange Beach, AL

MARCH 2014 - MAY 2018

Bachelor of Science in Business Administration and Management
Columbia Southern University, Orange Beach, AL

Experience

MARCH 2019 – PRESENT

Purchasing Specialist, Foodservice / McLane Company
Temple, TX

- Communicates with 30 diverse vendors while purchasing 700+ unique items across 23 distribution centers
- Places 1,000+ purchase orders monthly, accounting for over \$2.5 million in monthly sales
- Works closely with vendors, brokers, and customers, to include customer service, sales, and accounting
- Analyzes sales and purchasing trends to identify, plan and execute strategies and changes in demand
- Manages freight, inbound logistics, and intercompany transfers of product to ensure service level
- Purchases in accordance with company policies and best practices necessary to meet objectives
- Serves as primary contact and fosters positive and mutual beneficial relationship with suppliers and customers
- Develops tools to monitor and improve supplier performance to improve asset management
- Manages supply chain by, purchasing, ensuring KPIs are met, and managing EDI workflow, to assure goals are met
- Monitors new item setup and communicates with all necessary parties to insure items ship out correctly

JUNE 2018 – JANUARY 2019

Accounting Technician / Department of Veterans Affairs
Boise, ID

- Maintained accounting ledgers and performed account reconciliation
- Prepared and maintained accounting records and reports, to include payments/checks, form 1099, and invoices
- Entered and reconciled purchase orders and invoice data in department's accounting system
- Handled all vendor correspondence via phone and email
- Prepared and paid out batch check runs and ACH transactions
- Investigated and resolved problems associated with processing of invoices and purchase orders

- Created bills of collection and invoiced vendors accordingly
- Prepared daily cash, check, and credit deposits

SEPTEMBER 2008 – JANUARY 2018

Non-Commissioned Officer in Charge / United States Air Force

Naval Air Station Fort Worth, TX - Cannon AFB, NM - Kunsan AB, South Korea - Offutt AFB, NE

- Supervised the personal and professional growth of 15 personnel
- Oversaw and budgeted for six supply purchasing accounts while maintaining documentation and finances
- Planned and scheduled daily operations, to include personnel tasks and unscheduled inspections
- Managed six high dollar equipment supply accounts with over \$3M in assets
- Maintained Quality Assurance (QA) program and performed Quality Control Inspections (QCI) tasks
- Conducted continuation training classes, while writing/following applicable lesson plans
- Oversaw safety program while following Occupational Safety and Health Administration (OSHA) regulations
- Managed Hazardous Material (HAZMAT) and Hazard Communication (HAZCOM) program
- Certified in Hazardous Cargo management, to include rigging loads and coordinating transportation
- Handled logistical end of Hazardous Materials for global movement, contributing to worldwide mission readiness
- Maintained equipment tracking database, to include data control and oversight
- Established Emergency Management Plan, ensured readiness, and implemented applicable procedures unit wide