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| Jeffrey Morris | |  |  |  | | --- | --- | --- | | 776 Blue Cut Rd S, Moody, TX 76557 | |  | | 916.803.7638 | |  | | morrisjeffd@gmail.com | |  | |  | |  | |

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