

STRENGTHS & SKILLS

- Excellent leadership, problem solving, decision making, and strategic planning skills
- Superior communication skills, at all levels and across all departments with every employee
- Proven relationship-builder with In diverse workforce and unsurpassed interpersonal skills
- Strong computer skills and exposure to Microsoft Excel, PowerPoint and Word
- Proven ability to respond well under pressure while meeting all deadlines in advance
- Proficient in SAP, Epicor ERP system, JD Edwards and AS-400(Cullinet)
- Exceptional presentation skills, able to work well independently, and dedicated team player
- Ability to manage multiple projects while maintaining quality and meeting customer expectations
- Computer-literate performer with extensive software proficiency covering wide variety of applications

EDUCATION

University of Michigan - Dearborn

Bachelors of Business Administration in Accounting & Finance

Dearborn, MI

01/2011-04/2014

- Courses completed: Management of Organizational Behavior, Operations Management, Tax Accounting, Statistics, Corporate Responsibility, Strategic Management, International Financial Management, Investment Fundamentals, Derivative Markets, Auditing.

APICS - CPIM

Certified in Production and Inventory Management

07/2019-Present

PROFESSIONAL EXPERIENCE

Tenneco (Aftermarket Ride Control)

Materials Planning Analyst

Monroe, MI

04/2017-Present

- Schedule and monitor over 500 Aftermarket and OE parts
- Plan and coordinate Ford, Nissan and Chrysler service parts to ensure on time delivery
- Manage specialty accounts worth \$10 million in annual sales
- Work with Quality and Engineering on new product launches and changes to existing parts
- Improved and maintained order fill to be upward of 96.0% for assigned production lines
- Saved over \$70,000 in 2018 in cost savings by finding redundancies and discrepancies in processes
- Reduced finished good inventory by \$500,000 by implementing new scheduling methods
- Schedule and coordinate shipments to ensure on time delivery
- Reduced backorders to less than 3% by prioritizing most critical units on the daily Hotlist to plant

Yazaki North America (GM PCD SERVICE)

Material Planner

Canton, MI

03/2016-04-2017

- Schedule and plan for production of service parts based on weekly EDI requirement and inventory levels
- Manage over 5000 service parts for General Motors
- Quote and procure end item electrical components
- Dispute past due items and approve expedite requests in GM SPOC website
- Reduced late fee charges by implementing an improved ordering process
- File obsolescence claims and escalate disputes by providing sufficient evidence to the customer
- Improved and maintained shipping performance ratings to be upward of 90%
- Daily communicate ongoing issue with upper management and provide solutions based on my expertise
- Lead weekly meetings with customers to discuss critical parts

NYX (Automotive Supply Chain Solutions.)

Material Purchasing Coordinator & MRO Buyer.

Livonia, MI

03/2014-03/2016

- Coordinate flow of materials according to the production schedules
- Routinely review production schedules to ensure materials availability at all times
- Improved inbound material service level by ensuring on time deliveries
- Developed a new system for keeping safety stock to mitigate risk
- Manage inventory levels in warehouse by dividing weekly shipments in daily buckets
- Reduced the cost of raw materials on hand by organizing warehouse space
- Generate vendor returns and NCMR's in case of defective material
- Generate purchase orders, ensuring accuracy and compliance with company regulations

