

# Richard Basuel

Torrance, CA 90504

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Dynamic, solution-centric, professional with developed background in finance, accounting, and bookkeeping. Specialist with strong command of process management, online banking services, direct reports, and human resource deliverables.

Highly adept at navigating concurrent priorities to enhance internal processes, business objectives and revenue growth.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Supply Chain Manager**

WHEEL VINTIQUES - Industry, CA

August 2019 to January 2020

Hired to direct planning and procurement of raw materials, scheduled production jobs and coordinated logistics. Enhanced supply chain processes at all levels, including strengthening planning procedures, organizing schedules and maintaining records. Identified and rolled out both short- and long-term supply chain plans while optimizing procedures to decrease annual expenses. Supported company's business strategy by developing and managing global supply base contributing to growth.

#### Accomplishments

- Reduced manufacturing lead-time for automotive wheel process from 6-8 weeks to 2-3 weeks, which decreased order cancellations.
- Cultivated positive relationships with vendors, resulting in quicker communications regarding raw material delivery dates.
- Introduced processes to reduce long term backorders from vendors to decrease delays for customer orders.
- Delivered in January 2020 company sales of ~\$20,000 over projection, with 1,000 + wheel orders confirmed to build by first week in February.
- Authored 20 page Standard Operating Procedure (SOP) for the purchasing department, which did not exist previously. Manual conveyed detailed instructions on how to utilize the Catalyst software to help with outside processing of the outers and centers of the wheel, creating shop orders for production, creating new part numbers, and manager inventory levels.

### **General Manager/Controller(Accountant)**

EXPORTS INTERNATIONAL, LLC - Torrance, CA

August 2002 to July 2019

Brought on board to administer daily operations and office financial accounts management, facility maintenance and warehouse upkeep. Helmed full accounting cycle, including compiling and analyzing

data of business and ledger entries, preparing financial statements and reports and closing books. Instituted packing schedule for large quantities of various automotive parts for international shipping and prepared documentation in compliance with international custom requirements. Fostered and cultivated long-term customer relationships using effective account management, up-to-date automotive industry, knowledge and monitoring of international exchange rates. Analyzed competitive vendor prices, products and market-related information to strengthen long term relations with 200+ vendors.

## Accomplishments

- Steered company through intellectual property case against former employee. Employee used coveted vendor contacts to broker private deals and poach Exports International customers. Dismantled rising legal costs by handling all discovery and court documents. Won case and \$200K settlement.
- Partnered with Internal Revenue Service during 2010 audit. Addressed all questions, presented detailed documentation of company's financial records and tax return was accepted as filed with no changes.
- Communicated with customers using several methods: email, WhatsApp and Skype to find solutions in procuring hard to find automotive parts. Used strategies to seed new opportunity to capture overseas customers in Australia, New Zealand and South Africa which produced 4% growth each year from 2007 to 2019 and fueled revenue into US economy from overseas.
- Enhanced relationship with customer freight forwarders. Negotiated for heat treated pallets at no charge to company or the customer which reduced delays at customs.

## Education

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### **Bachelor of Science in Business Administration**

Hawaii Pacific University - Honolulu, HI

## Skills

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- Accounting
- Finance
- Client Engagement
- Vendor Relationship Cultivation
- Project Management
- M3 Software Catalyst Software
- Logistics Coordination
- Financial Reporting & Analysis
- Microsoft Office Applications

## Assessments

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### **Attention to Detail — Proficient**

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b33592c70b7345a6d408d43b49a2189feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b33592c70b7345a6d408d43b49a2189feed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Proficient**

March 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d2d792085aeaa55328d9ac1c438b04aeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d2d792085aeaa55328d9ac1c438b04aeed53dc074545cb7)

### **Principles of Accounting — Familiar**

March 2020

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/5c74d900ad92a85903a04ceba0e37c06eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/5c74d900ad92a85903a04ceba0e37c06eed53dc074545cb7)

### **Sales Fit — Proficient**

March 2020

Assesses personality traits that are important for sales roles.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d4f06ef8da0bb40066bedf5d6d6dcc55eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d4f06ef8da0bb40066bedf5d6d6dcc55eed53dc074545cb7)

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