**Jody W. Benson**

Contact: (919) 602-2508

144 Fitzgerald Road, Selma, NC 27576

Email: [bensonjody71@hotmail.com](mailto:bensonjody71@hotmail.com)

***CAREER OBJECTIVE***

A highly competent team player offering Twenty - two years of progressive experience in manufacturing environments; including five years supervisory experience. I am experienced in many different aspects of materials and logistics within manufacturing operations. Extensive knowledge of all aspects of Inventory control systems. I possess strong mechanical aptitude and problem solving skills.

***QUALIFICATION SUMMARY***

* Proficient in MS Word, Excel, and Outlook.
* SAP, JD Edwards, Oracle, AS400 and WMS

***EMPLOYMENT HISTORY***

**Cytonet LLC. (Lab Support)** Durham, NC June 2015 – Present

*Inventory Control Specialist*

* Supports Quality Unit and Production to ensure that raw materials and critical components are ordered and received to specification, conform to government standards and satisfy GMP regulations
* Request quotes from vendors/manufacturers
* Source new materials
* Complete purchase orders/order receipt forms
* Track/receive/quarantine/move to released stock incoming materials.
* Manage inventory supply/expirations
* Write/update SOP’s related to materials
* Prepare process and clinical kits and select/verify/document process or clinical material kit list.
* Reconcile rejected/damaged materials.
* Manage material inventory documentation
* Responsible for maintaining inventory using SAP
* Responsible for setting up and handling shipments of material needed at clinical sites

**Kuehne & Nagel** Durham, NC December 2012 – July 2014

*Inventory Control Analysis*

* Perform inventory transactions in SAP
* Responsible for 150 million dollars of inventory
* Inventory accuracy was 99.4%
* Maintain accurate and correct inventory in SAP
* Create various inventory reports for End of Month process
* Responsible for performing inventory checks and cycle counting program
* Performed data entry in SAP and Excel
* Provide Customer service in the Transportation Department
* Schedule shipments and create shipping documents such as BOL, Labels for MRF’s

**Belcan Staffing/Bayer Crop Science** Raleigh, NC March 2010 – October 2011

*Warehouse Operation Specialist*

* Perform inventory transactions in SAP
* Create Purchase Orders for all Warehouses
* Maintain and Update all Warehouse Contracts
* Verify invoice charges are in compliance with Warehouse contract
* Create various inventory reports for End of Month process
* Process Returns and Damage material reports in SAP
* Performed data entry in SAP and Excel

**Tekelec** Morrisville, NC December 2008 – September 2009

*Inventory Control Supervisor*

* Responsible for 28 million dollars of inventory
* Inventory accuracy was 99.4%
* Maintain accurate and correct inventory in Oracle
* Responsible for performing inventory checks and cycle counting program
* Interact with other departments to maintain production and inventory accuracy
* Responsible for creating new processes and procedures
* Attend Senior staff meeting and other meetings as required
* Coordinate the day to day operations in the department
* Responsible for 10 direct reports
* Assist in the training of new employees in my department

**Sigma Electric Mfg. Corp**  Garner, NC September 2005 - July 2008

*Inventory Control Supervisor*

* Responsible for 14 million dollars of inventory
* Maintain accurate and correct inventory in the JD Edwards system
* Interact with other departments to maintain production and inventory accuracy
* Responsible for performing inventory checks and cycle counting program
* Helped to implement the new WMS system and train end user
* Attend Senior staff meeting and other meetings as required
* Coordinate the day to day operations in the department
* Responsible for creating new processes and procedures
* Assist in the training of new employees in my department
* Performed data entry in JD Edwards and Excel

**Lawmen’s Safety Supply** Raleigh, NC June 2004 – May 2005

*Warehouse* Engineer

* Responsible for handling repairs and returns for customers
* Interact with customers and vendors to establish a good customer service
* Process and verify receiving paperwork for accuracy.
* Performs inventory checks and do necessary adjustments in the computer system.
* Assist in training new employees in warehouse area.
* Backup for Individual Sales Department and Firearms Showroom
* Responsible for logging Firearms in the AFT Firearms log book upon receipt
* Extensive knowledge of ATF Laws and processes
* Performed data entry in Excel

**Embrex Inc.** Raleigh, NC December 2001- April 2004

*Inventory Control Supervisor*

* Responsible for 25 million dollars of inventory
* Managed inventory for 75 mobile field technicians and Vehicle inventory
* Establish and maintain MIN/MAX inventory levels
* Analyze monthly parts usage to recognize trends and maximize inventory efficiency.
* Maintain accurate and correct inventory in the JD Edwards system
* Developed, documenting and improving SOPs for Inventory Management
* Establish relationships/ negotiate with component suppliers
* Kept accurate inventory records using manual and automated systems
* Checked packing slips and paperwork for accuracy when received to inventory
* Performed inventory checks and cycle counts
* Responsible for coordinating the day to day operation in the department
* Completed several supervisory classes to become a certified supervisor
* Performed data entry in JD Edwards and Excel

***EDUCATION***

Wake Technical Community College Raleigh, NC

(Some Course Work Completed – Automation / Robotics)

**PROFESSIONAL AND PERSONAL REFERENCES AVAILABLE**