28632 27th Pl S

Federal Way, WA 98003

(253)-455-5349

Chilar90@gmail.com

Justin WalkerA long, thin rectangle to divide sections of the document



# SKILLS

• 418 CPM 84WPM typing

• Microsoft Excel

• Microsoft Word

• SAP (1 year)

LINKEDIN

EXPERIENCE

## American Mechanical Corp, Seattle *— Bid Coordinator*

May 2020 - Current

* Responsible for Work Recovery application and monitoring
* Regularly work with estimators to correct mistakes in bids
* Create and send change orders for current jobs.
* Manage and Send time critical bid proposals for jobs.

## Eco Chemical, Seattle *— Warehouse Manager*

August 2018 - March 2020

* Responsible for auditing inventory at the end of each month.

GITHUB

* Regularly worked with accounts payable to contact manufacturers regarding damaged or missing shipped products.
* Worked closely with purchasing to develop more efficient ways to identify receiving errors.
* Responsible for accurate inventory reports dealing with several lines of products from two seperate companies.
* Built and utilized a new system to minimize human error in regards to inputting raw materials.
* Monitor inventory levels and access to the material.

PORTFOLIO

* Record and assess all materials quality, movement and expenditure.
* Design and maintain department budgets for Shipping.
* Using QuickBooks to log incoming materials and process sales orders as they ship.
* Load and unload goods and supplies, ensuring proper handling.
* Verify incoming shipments against purchase orders and record receipt of material in software systems.
* Process manufacturing and packaging transactions in inventory management systems.
* Negotiate with carriers to get the best price and arrange shipments as required.
* Pick and pack materials to fulfill sales orders, verifying against bills of lading.
* Process labels and Safety Data Sheets for shipments as required.
* Produce and file monthly shipping and receiving reports.
* Interact with accounting as well as Research and Development to ensure they have reliable information.
* Using SAP to audit the warehouse as well as monitor inventory.

## Consolidated Electrical Distributors, Kent *— Logistics Coordinator and Warehouse Supervisor*

April 2017 - July 2018

* Assist shipping and receiving unloading trucks and checking in merchandise.
* Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in the delivery area.
* Maintains inventory controls by collecting stock location orders, printing requests, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory.
* Manage cycle counting and inventory control procedures.

# EDUCATION

## Green River Community College, Auburn *— AS-T in Electrical Engineering*

April 2010 - March 2012, Auburn, WA

## University of Washington – Coding Boot Camp

November 2020 - Current