
Material Control Specialist Resume

Job Objective

Seeking position that utilizes my training as an accomplished Material Control Specialist.

Highlights of Qualifications:

- Hands on experience in controlling materials
 - Operational knowledge of Microsoft Office
 - Exceptional knowledge of computers and ERP software
 - Remarkable ability to monitor supply and inventory functions
 - Sound ability to manage automated inventory
 - Excellent skills to analyze processes
 - Skilled to work independently
-

Professional Experience:

Material Control Specialist
Labcorp, Santa Clara, CA
May 2006 – Present

- Monitored inventory and administered production control by checking materials.
- Reviewed parts of all materials and checked for any damage parts of shipped items.
- Prepared records of received items and prepared status reports.
- Supervised efficient working of all processes according to standard concepts.
- Analyzed procedures and developed solutions for same.

Material Control Specialist
Johnson Controls, Santa Clara, CA
March 2003 – April 2006

- Administered all incoming and outgoing supplies.
 - Monitored and inspected all materials for confirmation.
 - Prepared material data into computer systems.
 - Documented shipping programs and prepared list of packing items.
-

Education:

High School Diploma
Rison High School, Rison, AR

[Build your Resume Now](#)