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## Material Controller Resume

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### Job Objective

Educated and qualified Material Controller seeks position in a rising company where I can grow and become an asset.

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### Highlights of Qualifications:

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- Highly experienced in manufacturing
  - Huge knowledge of computers, data warehouse and production planning
  - Ability to work autonomously
  - Ability to lift up to 50 pounds with full range of movement
  - Superior computer skills
  - Excellent communication, interpersonal and leadership skills
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### Professional Experience:

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#### Material Controller

Arnold-Hanafin Corporation, Indianapolis, IN

August 2005 – Present

- Managed cycle count program and handled inventory.
- Formulated monthly cycle count reports and supervised master data coding.
- Outlined daily purchase order receipts and evaluated production order reporting.
- Oversaw parts that were to be expensed and managed scrap transactions.
- Handled location system and coordinated with scheduling and engineering.
- Assisted shop floor individuals and checked production reporting.
- Evaluated excess and obsolete material and managed annual physical inventory.

#### Material Controller

Alion Science and Technology, Indianapolis, IN

May 2000 – July 2005

- Administered inbound and outbound shipments.
  - Formulated billing process and handled carrier and trailer assignment.
  - Oversaw incoming products and evaluated ordered products.
  - Scrutinized discrepancies during receipt process and managed production requirements.
  - Formulated documentation and executed uncanning and canning of assemblies.
  - Interpreted technical specifications and relevant publications.
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### Education:

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Master's Degree in Business Administration

Sacred Heart University, Fairfield, CT Bachelor's Degree in Accounting

Crowder College, Neosho, MO

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