
Material Specialist Resume

Job Objective

Looking for full time work as a Material Specialist with the right company

Highlights of Qualifications:

- Admirable experience in controlling inventory for a water treatment unit
 - Huge knowledge of material handling
 - Sound knowledge of manufacturing industry
 - Immense ability to interpret engineering drawings and communicate information
 - Excellent skills to identify and resolve problems
 - Profound communication skills
 - Proficient in computer systems
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Professional Experience:

Material Specialist
Varian Medical Systems, Inc., Roscoe, NY
May 2006 – Present

- Managed all materials and related inventory issues effectively.
- Trained production personnel in material flow and stock inquiry.
- Performed quality audits on a daily and monthly basis.
- Monitored and performed all non standard material transaction.
- Assisted other teams in performing rework cell structure.
- Administered production control metrics and prepared reports on inventory.

Material Specialist
Avnet Inc., Roscoe, NY
March 2003 – April 2006

- Administered efficient expedite process for all processes.
 - Prepared maintained budgets for all materials.
 - Managed all defective materials and ensured return to suppliers if required.
 - Maintained inventory of all liability material.
 - Coordinated with suppliers and ensured stock rotation.
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Education:

Bachelor's Degree in Business Administration
Kettering University, Flint, MI

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