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## Materials Coordinator Resume

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### Job Objective

Seeking a Materials Coordinator position in an organization where I can apply my experience and efficiently contribute to the company's growth.

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### Highlights of Qualifications:

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- Substantial experience in inventory control and auditing
  - Conceptual knowledge of warehousing practices and SAP software
  - Comprehensive knowledge of warehouse management systems
  - Solid understanding of material handling procedures
  - Technical ability to record and trace shipments
  - Sound ability to evaluate inventory levels for clients
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### Professional Experience:

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Materials Coordinator  
Drummond Company, Inc., Statesboro, GA  
August 2012 – Present

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### Responsibilities:

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- Participated in physical inventory verification and work tasks.
- Prepared shift notes and resolved carrier issues.
- Assisted in tracking of shipments as per shipment deadlines.
- Provided assistance in request filling of materials and returning components.
- Modified material adjustments in inventory system software.
- Conducted WIP audits and analyzed defective materials.

Materials Coordinator  
Novant, Statesboro, GA  
May 2009 – July 2012

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### Responsibilities:

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- Implemented supply chain management and procurement functions.
  - Maintained production and engineering schedules for assigned assets.
  - Formulated material requirements and analyzed vendor invoices.
  - Assisted in inventory accuracy tasks and reconciliation activity.
  - Supported assigned yard functions as per production schedules.
  - Executed order requirements and documented material inventory records.
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### Education:

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Bachelor's Degree in Materials Management  
Kenai Peninsula College, Soldotna, AK

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