
Materials Parts Runner Resume

Job Objective

To obtain a job as Materials Parts Runner and perform my duties with full dedication.

Highlights of Qualifications:

- Extensive experience in purchasing tasks and warehouse operations
 - Comprehensive knowledge of storage and material delivery functions
 - Wide knowledge of financial and purchasing documentation
 - Solid understanding of purchasing terms and record keeping
 - Extreme ability to prepare Excel spreadsheets
 - Sound ability to utilize warehouse devices such as forklift
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Professional Experience:

Materials Parts Runner
ITS Technologies & Logistics, llc, Newark, PA
August 2012 – Present

Responsibilities:

- Assisted in organization and distribution of turbine group parts.
- Participated in maintenance and delivery of parts to specific areas.
- Suggested continual process enhancements as per management request.
- Provided assistance in processing of date, time and records.
- Implemented processing of maintenance warehouse parts.
- Prepared and documented delivery receipts and vehicle records.

Materials Parts Runner
Roush Fenway Racing, Newark, PA
May 2009 – July 2012

Responsibilities:

- Managed tracking system consisting of warehouse stock.
 - Assisted in purchase of goods and devices for commodity areas.
 - Reviewed product service and managed purchase order transactions.
 - Documented and maintained vendor files and purchase requisitions.
 - Conducted inspections of tools for servicing purpose.
 - Executed work orders, material requests and stock item lists.
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Education:

Associate Degree in Supply Chain Management
Howard Community College, Columbia, MD

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