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## Supply Chain Specialist Resume

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### Job Objective

Supply Chain Specialist seeking position with a well-established organization where my experience can be used for the well-being of the company.

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### Highlights of Qualifications:

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- Huge experience with distribution of temperature sensitive pharmaceutical products desirable
  - Profound knowledge of 4045 program
  - In-depth knowledge of OC-ALC and its operational business
  - Proficient with Microsoft Outlook, Word & Excel
  - Ability to work under time constraints and meet deadlines
  - Ability to obtain a Secret security clearance
  - Ability to work autonomously
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### Professional Experience:

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Supply Chain Specialist  
Honeywell, Crafton, PA  
May 2006 – Present

- Checked appropriate material quantities are being requested and placed P.O.s' with suppliers.
- Administered AS400 Supplier system screens.
- Recognized, solved and reported material shortages.
- Recognized and applied appropriate supply chain strategies.
- Implemented IOS accounting rules and assured correct reserves are properly reported.
- Presented appropriate data for business reporting requirements.

Supply Chain Specialist  
Raytheon Technical Services, Crafton, PA  
March 2003 – April 2006

- Performed reviews of material usage and stockage at depot warehouse.
  - Determined and monitored project funding requirements.
  - Collaborated with program finance personnel to integrate and revert program performance.
  - Advised and applied corrective actions.
  - Supervised process enhancement initiatives .
  - Developed purchase requisitions and kept a tract of purchases until complete.
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### Education:

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Bachelor's Degree in Business Administration  
Kent State University, Kent, OH

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