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# MATERIALS MANAGER RESUME

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## Summary:

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An enthusiastic and professional individual with years of solid industry experience in materials management. Dependable and demonstrated ability to achieve high productivity standards and quality of work. Effective team leader with the proven ability to manage resources efficiently, drive productivity, and ensure on-time deliveries. Ability to work under limited supervision and within budgets and time constraints. Excellent interpersonal skills, able to communicate and collaborate effectively with co-workers at all levels.

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## Professional Experience:

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Materials Manager January 2007 – Present  
JBC Style, Albany, NY

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## Responsibilities:

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Developed and took action to achieve an aggressive cost and expense improvement program.  
Directed and coordinated all functional personnel to continually achieve a high degree of professional performance.  
Communicated and interfaced with plant manager, his/her staff and others in or outside the operation, concerning all matters that affect the well being of the operation when related to the materials function.  
Managed the continual flow of all components or assemblies to other division locations to assure their uninterrupted operation.  
Created a climate of job satisfaction and opened communications to avoid employees' desire to bring outside influences to represent their point of view.

Hazardous Material Manager May 2004 – December 2006  
Parsons Corporation, Richmond, KY

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## Responsibilities:

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Hazardous Material Manager May 2004 – December 2006  
Parsons Corporation, Richmond, KY

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## Education:

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Master of Science in Business Management  
Stanford University, CA, 1999  
Bachelor of Science in Business Administration Major in Management  
Stanford University, CA, 1997

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## Skills:

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- Driven and determined
  - Good communication skills, both written and verbal
  - A creative approach to new campaigns
  - Good negotiating and interpersonal skills
  - Strong organizational skills
  - Good numeracy skills and a knowledge of statistics
  - A high standard of computer literacy
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## Awards and Honors:

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Dean's Lister, Stanford University, 1997

Senior Member, MBA Association, 1999

Certification Institute of Hazardous Materials Management, 2000

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