

# KEVIN NEUREUTER, JR.

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## PROFESSIONAL SUMMARY

- Twelve years Supply Chain Management experience.
- Supervising experience.
- Driven and ambitious.

## EDUCATION

Genesee Community College, Batavia, New York

**Associate of Applied Sciences - Supply Chain Management**

Expected Completion 2020

North Star Bible Institute, Hilton, New York

**Bachelor's of Divinity**

Monroe #1 BOCES, Adult and Community Education, Fairport, New York

**Residential Electricity** – 440-hour program

Certificate received, June 2006

## SKILLS

### Supply Chain Management: Accomplished at Independent Technology

- Practice best shipping practices for both small package and freight
- Design and use inventory/ERP programs
- Create and memorize part numbers efficiently
- Keep accurate inventory records
- Organize stockroom and warehouse office in an efficient way
- Proficient in all Microsoft programs, as well as typing
- Pack boxes in a way that materials do not get damaged
- Speak in a polite and friendly manner on telephone
- Obtain Return Merchandise Authorizations
- Generate Purchase Orders
- Inspire employees to be their best selves leading by example
- Managed up to 4 employees at one time

### IT Administration: Accomplished at Independent Technology

- Understand Windows, Macintosh, and Linux
- Proficient with the following Operating Systems: Windows 95/98/2000/XP/7/8/8.1/10, Windows Server 2008 R2, Mac OS 8.6/9/X, Ubuntu Linux
- Practice best networking procedures, including building network cables
- Program in the following languages: Visual Basic, SQL
- Read and understand the following programming languages: HTML, PHP, Java, ASP.NET Core
- Expert at troubleshooting, repairing, and building computers
- Familiar with National Weather Service IT Security Protocol
- Research and adapt to changing IT methods and equipment
- Exercise best database administration practices

### Languages:

- English
- Limited German

## PROJECTS

### Accomplished at Independent Technology

- Coded website at <http://www.intecusa.org> and hosted website on dedicated web server
- Managed social media including: Facebook, Twitter, Google+
- Proposal Writer for National Weather Service's National Maintenance Contract
- Coordinated with Monroe County Finger Lakes Procurement Technical Assistance Center (MCFL PTAC) to procure additional contracts
- Received award on behalf of company from MCFL PTAC for Small Business Champion in 2018

## EMPLOYMENT EXPERIENCE

AXE Computers USA, Clarendon, New York <b>Owner/Operator</b>	2014-Present
Independent Technology, Inc., Rochester, New York <b>IT System Administrator/Supply Chain Manager</b>	2006-Present
Flower City Printing Inc., Rochester, New York <b>Feeder Tender</b>	2005-2006