

James P. Fishburn

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CAREER SUMMARY

Inventory Control, Purchasing, Warehouse, Shipping/Receiving/Distribution professional well established in analyzing and problem solving. Organized, planned and implemented several time and labor saving procedures that resulted in more quality time being spent in assisting customers. Strong work ethic and communication contributed to meeting or exceeding distribution deadlines that were established. Key skills include:

- Customer Service Driven
- Self Motivated
- Coordinating / Planning
- Accessible
- Written / Verbal Communication
- Unselfishness
- Reliable / Dependable
- Lead By Example

PROFESSIONAL EXPERIENCE

AmTrust Bank (Formerly Ohio Savings Bank), Brooklyn, OH **2005 - 2008**

Ranked among the nation's leading financial institutions for their strength and safety.

Lead Inventory Control Specialist

Managed day to day operation of the warehouse which included daily picking and packing of material used by 70 branches, 100+ Product Technology Consultants and other departments of the bank.

- Implemented a system to make the picking and packing of orders a more efficient process which reduced the process time by 50%.
- Established a shipping structure that reduced the time and labor of a distribution by 75%.
- Developed a business case to improve the label process of the Mortgage Mailroom that reduced the process time by over 50%.
- Built a customer service base where none existed before to having the department used as a model in a customer service training class, ECET – Every Customer Every Time.

NASA Glenn Research Center, Cleveland, OH **1997 - 2005**

Global leader in space exploration and aeronautics.

InDyne Inc. Service Contractor at NASA Glenn Research Center

Sub – Store Attendant

2003 - 2005

Responsible for maintaining proper stock levels for several sub – stores of test facilities at the NASA Glenn Research Center. Chosen for this position based on previous experience, work ethic and being self motivated.

Omni / IT Corp. Service Contractor at NASA Glenn Research Center

Purchasing Agent

1997 - 2003

Responsible for maintaining and replenishing materials for the NASA Glenn Research Center's stockroom. Involved the process of costing materials, and then generating purchase orders for the material to be procured. Processed receiving paperwork and invoices for accounts payables.

- Prepared bid packages, and managed current just-in-time stock contracts.
- Stock levels were maintained through inventory control and annual/semi-annual inventory counts. Provided customer care and vendor support.
- Negotiated purchasing price at or 10% below previous cost.

ADDITIONAL EXPERIENCE

Oracle Applications: Time sheet entry, iProcurement Purchasing System, Receipting Purchase Orders
Microsoft Office Win XP (Word / Excel)
Outlook e-mail
RGM (Inventory Software)
UPS WorldShip 2009 Software
Microsoft Visual SourceSafe
Tow Motor License

AWARDS / HONORS

Printing & Distribution Employee of the Month, April 2007
Attendance Incentive Bonus Award, December 2006
AmTrust Bank My Idea Award, November 2006

EDUCATION & TRAINING

High School Diploma

Port Clinton High School, Port Clinton, Ohio

Training

DISC Training – Team Building Session
ECET Training – Customer Service Session
Oracle Applications Training
UPS WorldShip Software Training
Tow Motor Training / License Test