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|  |  | EDUCATION |
|  | **Bachelor of Operations and Supply Chain Management**Monte Ahuja College of Business: Cleveland State University Cleveland, OH - 2015 **Associate of Liberal Arts** Cuyahoga Community College Cleveland, OH - 2013 |
| kATHERYN hOFFMANObjectiveSeeking a position where I can continue to use my education, and skills that I have gathered throughout my employment history to benefit the company and expand my knowledge in supply chain management.Skills* Knowledgeable in Algebra through Statistics, Business Math and Accounting
* Inventory tracking and control
* Proficient in Microsoft Office Suite, SAP, Bluezone (EXTRA/Mainframe), OnDemand, Oracle Transportation Management, Oracle EBS2, Sterling WMS , OASIS, and ALTO
* Scheduling, organizing and predicting usage
* Adept at processing and creating material pricing and order form

**CONTACT**ADDRESS73 Devonshire Dr.Akron, OH 44312PHONE NUMBER216-313-1190EMAIL:k500435@gmail.com |  | WORK EXPERIENCE |
|  | **Diebold Nixdorf:** Expediter Logistics Coordinator**February 2019 — Present** * Expedited part sourcing for over 5000 locations between the United States and Canada.
* Developed procedures for sourcing in and outside of Canada.
* Performed testing for new tracking software for processing sourcing requests from technicians.
* Managed communication for Canada escalations from customer account managers.
* Participated in Diebold’s volunteer opportunities with Habitat for Humanity.

**Airgas Merchant Gases, an Air Liquide Company:** Logistics Analyst**November 2015 –February 2019*** Managed routes for 80+ drivers across the East Coast and Mid America.
* Planned deliveries based on customer usage and product requirements.
* Responsible for entering new driver, customer and container information into both ALTO and OASIS.
* Responsible for creating transportation documentation for drivers handling hazardous materials.
* Provided navigation assistance to drivers during their shift.
* Advised customers of accurate product usage and delivery ETA’s.
* Worked various shifts without immediate available supervision.

**Parker Hannifin:** Supply Chain Intern**April 2014 — November 2015*** Communicated with forwarder on receiving and shipping the correct material to various Parker divisions.
* Uploaded and tested rates in Oracle Transportation Management (PTM).
* Responsible for entering new parts and customers into Sterling.
* Responsible for creating shipping documents for the Latin American consolidation; a $24 million operation.
* Participated in the Export Sales Services Kaizen Events and was an active leader in their High Performance Team.
* Negotiated contracts for importing and exporting material.

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|  | WORK EXPERIENCE cont. |
|  | **Aviation Boatswain’s Mate Handler-United States Navy January 2004 — January 2012** USS Dwight D. Eisenhower, Norfolk, VA January 2004 — April 2009 Sigonella Naval Base, Sicily, Italy April 2009 — January 2012* Directed the movement and securing of 5 different aircraft ashore and afloat.
* Operated, maintained, and performed organizational maintenance on ground-handling equipment used for moving and hoisting aircraft ashore and afloat.
* Participated in launching and recovering aircraft and maintained a position that allowed for expeditious retrieval of downed aircraft from landing area.
* Managed a $10,000 budget per year for purchasing safety equipment and office supplies for division.
* Tracked and organized tool and supply inventory for division.
* Tracked and arranged scheduled maintenance for 7 vehicles.
* Enforced the building fire codes for division spaces.
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| KATHERYN hOFFMAN |
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