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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 hOFFMAN Objective Seeking 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** ADDRESS  73 Devonshire Dr.  Akron, OH 44312  PHONE NUMBER  216-313-1190  EMAIL:  [k500435@gmail.com](mailto: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. |
|  | 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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