



# Resume Sample for position «Materials Controller»

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## Cruz Kovacek

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### EXPERIENCE

03/2014 – present

#### SENIOR MATERIALS CONTROLLER

Dallas, TX

- Responsible for the physical receipt, inspection and documentation of incoming/outgoing project materials and equipment
- Responsible for completing the project specific Materials Management Procedure
- Plans, organize, implements and maintains project specific Site Receiving Rules, Laydown Areas and Warehouse Space
- Ensures all materials are received, inspected, stored, maintained and issued in a timely and compliant manner
- Trains employees, staff and/or craft labor on proper receiving, storage and maintenance procedures
- Ensures proper creation, filing, and dissemination of all Material related paperwork
- Maintains the Material/Inventory Management System used by the project

04/2010 – 10/2013

#### SITE MATERIALS CONTROLLER

Dallas, TX

- Providing and overseeing asset registers and equipment maintenance logs, includes interfacing with the Field Engineering Manager
- Ensure good housekeeping and security of the materials
- Coordinate with Site Logistics Coordinator for heavy lifts, oversized shipments, or materials and equipment requiring special handling upon arrival to the project
- Construct a spreadsheet showing (SMPP) steel, Mechanicals, plate work and piping that has been delivered to site and all outstanding SMPP still to be delivered, also record any missing items
- Supervise the off-loading and storage of equipment and supplies
- Supervise the on-loading from storage and laydown Areas for despatch to work areas on site
- Coordinate with construction contractors methods for withdrawing materials and equipment for installation and implement agreed methods

02/2006 – 01/2010

#### MATERIALS CONTROLLER

Phoenix, AZ

- Responsible for refusing unsafe work and for carrying out all work in accordance with the established HSES Safety Standards and Work Practices
- Establishes goals and measure performance of the project materials organization
- Manage Inventory scrapping and rework & kitting routines
- Provide material control support for the NPI assembly management structure to ensure departmental plans are met
- Provide system parameters and processes continuous improvement suggestions using Volvo Production System (VPS) concepts
- Execute duties as specified in the station/bill/emergency response procedures or as directed by the OIM
- Actively support a working environment based on respect for health, safety and environmental issues and maintenance of a high level of asset integrity

### EDUCATION

#### UNIVERSITY OF KENTUCKY

Bachelor's Degree in  
Supply Chain

### SKILLS

- Proficient Attention to Detail
- Basic Project Process Management
- Proficient Computer - Database and MS Office
- Basic Contract Comprehension
- Strong Data Entry
- Proficient Mathematics
- Proficient Organizing Data
- Proficient Problem Solving
- Proficient Communication - Written and Oral
- Basic Schedule and Planning Understanding