**Matthew S. Austin**

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**Objective**

To achieve professional excellence as an Inventory Control Specialist and gain related qualifications through experience

**Work Experience**

|  |  |  |
| --- | --- | --- |
| **08/2006 - 12/2010** | ***Billy Tees*** | *Sa*n Juan Capistrano, CA |
|  | *Warehouse Manager* |  |
|  | * + - Shipping / Receiving
 |  |
|  | * + - Inventory control
 |  |
|  | * + - Prepared Inventory status reports
 |  |
| Performed all daily shipping/receiving, and order pulling duties as well as tracked previous shipments |

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| **04/2005 - 07/2006** | ***Alliant Solutions*** | San Clemente, CA |
|  | *Warehouse Manager* |  |
|  | * Inventory control
 |  |
|  | * Shipping/Receiving
 |  |
|  | * Technical Support
 |  |
| Daily tasks included shipping/receiving, order pulling, and low volume technical support. |

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| **10/2004 - 03/2005** | ***U.S. Modular*** | Irvine, CA |
|  | *Inventory Control Analyst* |  |
|  | * Assembled Computers
 |  |
|  | * Processed Returns
 |  |
|  | * Shipping/Receiving
 |  |
| QC Inspection of incoming products, shipping/receiving order pulling, and assembled computer towers |

|  |  |  |
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| **10/2000 - 04/2004** | V***ident*** | Brea, CA |
|  | *Inventory Control Analyst* |  |
|  | * Production Planning
 |  |
|  | * Vendor correspondence
 |  |
|  | * Inventory Control
 |  |
| Prepared Inventory analysis reports that were used to maintain the most cost effective inventory levels |

**Education**

|  |  |  |
| --- | --- | --- |
| **1994 -1999** | ***California Polytechnic State University*** | Pomona, CA |
|  | Bachelor's Degree in Business Administration; Career emphasis in Logistics |  |
|  |  |  |
| **1990-1994** | **San Clemente High School** | San Clemente, CA |
|  | High School Diploma |  |

**Skills**

*Advanced* proficiency in: Microsoft Access, Excel, Outlook, PowerPoint, Word, Illustrator and knowledge of ERP/MRP systems