

Matthew S. Austin

230-B Avenida Serra, San Clemente CA 92672

E-mail: mattstone949@hotmail.com

Ph: (949)249-2645

Objective

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

Work Experience

08/2006 - 12/2010

Billy Tees

San 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

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.

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

10/2000 - 04/2004

Vident

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