

Justin Walker

SKILLS

- 418 CPM 84WPM typing
- Microsoft Excel
- Microsoft Word
- SAP (1 year)

EXPERIENCE

American Mechanical Corp, Seattle – *Bid Coordinator*

May 2020 - Current

- Responsible for Work Recovery application and monitoring
- Regularly work with estimators to correct mistakes in bids
- Create and send change orders for current jobs.
- Manage and Send time critical bid proposals for jobs.

Eco Chemical, Seattle – *Warehouse Manager*

August 2018 - March 2020

- Responsible for auditing inventory at the end of each month.
- Regularly worked with accounts payable to contact manufacturers regarding damaged or missing shipped products.
- Worked closely with purchasing to develop more efficient ways to identify receiving errors.
- Responsible for accurate inventory reports dealing with several lines of products from two separate companies.
- Built and utilized a new system to minimize human error in regards to inputting raw materials.
- Monitor inventory levels and access to the material.
- Record and assess all materials quality, movement and expenditure.
- Design and maintain department budgets for Shipping.
- Using QuickBooks to log incoming materials and process sales orders as they ship.



LINKEDIN



GITHUB



PORTFOLIO

- Load and unload goods and supplies, ensuring proper handling.
- Verify incoming shipments against purchase orders and record receipt of material in software systems.
- Process manufacturing and packaging transactions in inventory management systems.
- Negotiate with carriers to get the best price and arrange shipments as required.
- Pick and pack materials to fulfill sales orders, verifying against bills of lading.
- Process labels and Safety Data Sheets for shipments as required.
- Produce and file monthly shipping and receiving reports.
- Interact with accounting as well as Research and Development to ensure they have reliable information.
- Using SAP to audit the warehouse as well as monitor inventory.

Consolidated Electrical Distributors, Kent – *Logistics Coordinator and Warehouse Supervisor*

April 2017 - July 2018

- Assist shipping and receiving unloading trucks and checking in merchandise.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in the delivery area.
- Maintains inventory controls by collecting stock location orders, printing requests, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory.
- Manage cycle counting and inventory control procedures.

EDUCATION

Green River Community College, Auburn – *AS-T in Electrical Engineering*

April 2010 - March 2012, Auburn, WA

University of Washington – Coding Boot Camp

November 2020 - Current