

Paula J. Taynor

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OBJECTIVE

A Materials Manager position utilizing skills in operations, materials management, supply chain management, inventory management, vendor management and operations in order to enhance relationships with clients, customers, and industry professionals to maximize business potential and increase profitability.

EXPERIENCED IN THE FOLLOWING AREAS

Transportation/Logistics

Scheduling

Importing/Exporting

Account Management/Customer Service

Purchasing

Creative Problem Solving

ACCOMPLISHMENTS

Management Played a key role in the production of an in-house carrier payment system application, understanding the accounts payable process, defining, system testing interfacing and communicating with programmers. Implementing and training the end-users, resulting in \$100K annual freight savings.

Organizing Developed material for carrier reviews by researching, analyzing and preparing annual reports, data and monthly monitoring, maintaining carrier performance and an on-time delivery rate of 98% or better.

Communicating Used in depth communicating in order to understand the import/export process in order to resolve system issues and to improve relationships with overseas vendors.

EXPERIENCE

Independent Contractor, Perrysburg, OH

2010 – Current

Selected Assignments

-Working in a variety of long term, temporary roles in Supply Chain such as Materials Management, Production Coordinator, and Operations to fill immediate needs for such companies such as Honeywell.

Telex Communications – The Toledo Business Journal, Toledo, OH

2009 – August 2010

Account Manager

- Managing over 2000 current customer accounts while developing 20% additional new business
- Responsible for page layout and editing for *Development News*
- Established and maintained contracts
- Created ad designs and communicated design specifics to the graphics department

Independent Contractor, Perrysburg, OH

2007 –May 2009

Selected Assignments

-Working in a variety of long term, temporary roles in Supply Chain such as Materials Management, Production Coordinator, and Operations to fill immediate needs for such companies as Benore Logistics, Norplas, Contec, Inc., Heinz, and Omnicare Distribution Center

Clarke Power Products, Perrysburg, OH

2004 – June 2007

Replenishment Specialist

- Responsible for the processing of customer orders and purchase orders for a product line of 200+ skus
- Managed inventory for 5 distribution centers.

- Forecasting, safety stock, obsolete/excess, and ad hoc reporting using E-21 MRP system
- Communicating with overseas vendors to resolve quality and service issues
- Analyzing complex import supply chain reports to determine root cause and material shortage resolutions

Exel, Toledo, OH

2003 – June 2004

Dispatcher

- Managed outbound truckload shipments at a cross dock facility for Jeep
- Dispatching, dock management, and general operations administration using QAD, and AS400

Owens Corning, Toledo, OH

2000 – June 2003

Transportation Service Specialist – SAP Champion

- Responsible for the outbound transportation of 200+ daily shipments for numerous North American plants.
- Providing on-time delivery and customer solutions in a global, multi-modal environment
- Monitoring and troubleshooting EDI transactions. for carrier reviews by researching, analyzing and preparing
- Participated in an optimization project, resulting in \$400K of freight savings
- Delegated as Champion to participate in cross functional meetings for continuous improvement
- Preparing for, and executing carrier reviews

BAX Global, Swanton, OH

1999 – June 2000

Technical/Linehaul Analyst

- Produced positive results in the development and implementation of an in-house automatic carrier payment system.
- Developed material for carrier reviews by researching, analyzing and preparing annual reports
- Producing reports and providing analysis for more cost effective linehaul moves

Owens Corning, Toledo, OH

1997 – June 1999

Transportation Service Specialist

- Responsible for the outbound transportation of 100+ daily shipments for numerous North American plants.
- Providing on-time delivery and customer solutions in a global, multi-modal environment
- Monitoring and troubleshooting EDI transactions.
- Contributed to a seamless major system transition by utilizing a high level of systems knowledge of SAP

BAX Global, Swanton, OH

1991 – June 1997

Numerous Roles

- Load Planner, responsible for the load planning for 2 outbound nightly aircraft.
- Quality Assurance Coordinator, responsible for the build-up of containers for 2 aircraft and five truckload nightly shipments
- Systems Controller, responsible for executing air control operations, updating flight records, developing and implementing air operations contingency plans

EDUCATION

- Completed all APICS modules towards a CPIM certification including: Basics of Supply Change Management, Detailed Scheduling & Planning, Execution & Control of Operations, Master Planning of Resources, and Strategic Management of Resources
- Business Logistics Management, Pennsylvania State University Distance Learning
- Bachelor of Arts in Business Administration, Spring Arbor College, Spring Arbor, MI, 1997. GPA 3.45

References will be provided upon request