Marcus Whitfield

Expeditor

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SUMMARY

Expeditor with 3 years of experience chasing purchase orders and shipments for oilfield equipment and industrial valve makers. Reads and interprets documents such as drawings, packing lists and mill certificates, then keeps deliveries moving in Microsoft Excel and the ERP. Known for verbal communication skills with vendors, attention to detail and the ability to prioritize tasks on rush orders.

EXPERIENCE

Expeditor

02/2024 - Present

Gulf Coast Pressure Controls

Houston, TX

Manufacturer of wellhead and pressure control equipment with 220 active vendors.

- Expedite **300+** open purchase order lines a month, calling vendors weekly to confirm ship dates.
- Prioritize tasks on rush orders for drilling customers, cutting average late days from 11 to 4.
- Verify mill certificates and drawings against each order before parts reach receiving inspection.
- Coordinate hot-shot freight for 25 urgent shipments a month while holding the freight budget flat.
- Report weekly on-time delivery by vendor in Microsoft Excel for the purchasing manager's review.

Shipping and Receiving Clerk

06/2023 - 01/2024

Bayou City Valve Supply

Pasadena, TX

Industrial valve distributor serving refineries along the Houston Ship Channel.

- Checked 40 inbound deliveries a day against packing lists and logged damages with photos.
- Built outbound shipments with correct labels and bills of lading for 60 customer orders a week.
- Followed forklift and safety rules on a dock that recorded zero lost-time incidents in 2023.
- Updated the ERP with receipts so buyers saw stock levels in real time.

SKILLS

- **Expediting**
- **Purchase Orders**
- **Read and Interpret Documents**
- **Microsoft Excel**
- **Microsoft Office**
- **ERP**
- **Safety**
- **Prioritize Tasks**
- **Verbal Communication Skills**
- **Attention to Detail**

EDUCATION

Associate of Applied Science

Houston Community College

Logistics Management

Houston, TX

05/2023

CERTIFICATES

OSHA 10-Hour General Industry

OSHA Training Institute Education Center

07/2023