Brianna Kowalski

MATERIALS COORDINATOR

Grand Rapids, MI
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Certificates

Certified Logistics Technician (CLT)
Manufacturing Skill Standards Council
09/2023

Skills

Inventory Management • SAP ERP Systems • Cycle Counting
Microsoft Excel
Microsoft Office
Material Staging
Purchase Orders
Attention to Detail
Problem-Solving Skills

Summary

Materials coordinator with 3 years of experience supporting production lines in furniture and automotive parts manufacturing. Keeps inventory management records accurate in SAP and other ERP systems, stages materials for each shift, and works independently with buyers and line leads. Known for attention to detail, organizational skills and practical problem-solving skills when shortages hit the floor.

Experience

Materials Coordinator 06/2024 - Present
Lakeshore Office Furniture Co. Grand Rapids, MI
Office seating plant running 3 shifts and 1,800 active part numbers.

- Assemble kits for **14** production cells each shift from SAP pick lists and confirm counts with line leads.
- Run daily shortage reports in ERP systems and expedite 20 to 30 critical parts a week with buyers.
- Lead weekly cycle counts of 250 locations, holding inventory accuracy at 98.5% for 6 straight quarters.
- Build Microsoft Excel aging reports on slow-moving stock that freed $140K of floor space in one year.
- Train 6 material handlers on scanning, labeling and inventory management rules for the new racking.

Inventory Clerk 08/2023 - 05/2024
Thornapple Auto Components Kentwood, MI
Tier 2 supplier of stamped brackets to auto assembly plants.

- Received 35 inbound shipments a day and posted receipts against purchase orders the same shift.
- Resolved count variances on 80 part numbers a month by checking packing slips and scrap tickets.
- Labeled and put away customer returns and recorded the reason codes in the ERP for quality review.
- Prepared month-end inventory reports in Microsoft Office for the plant controller.

Education

Associate of Applied Science 05/2023
Grand Rapids Community College Grand Rapids, MI
Logistics and Supply Chain Management