

Nathan Hughes

Parts Coordinator

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Summary

Parts Coordinator with 5 years in fleet maintenance parts, now supplying a 24-bay shop that services 450 tractors and trailers. Builds purchase orders in Excel and the fleet system, keeps stock accurate with attention to detail, and works closely with technicians, vendors and drivers through Outlook and the phone.

Experience

02/2023 - Present
Indianapolis, IN

Parts Coordinator

Crossroads Fleet Services

Parts lead for a fleet maintenance shop with 30 technicians across 2 shifts.

- Source and order parts for **450** tractors and trailers, managing \$1.8M in yearly purchases across 25 vendors.
- Expedite critical parts for down units, cutting average wait on parts from 2.1 days to 1.2.
- Maintain inventory control on 3,200 part numbers with min-max levels in Excel, holding a 95% fill rate.
- Coordinate warranty returns and core returns with 6 major vendors, recovering \$60,000 in credits last year.

06/2021 - 01/2023
Indianapolis, IN

Parts Clerk

Hoosier Truck Center

Parts room clerk at a heavy truck dealership.

- Received 40 inbound shipments a week and matched packing slips to purchase orders.
- Issued parts to 18 technicians against work orders with 99% accuracy in monthly audits.
- Operated a forklift to put away tires, batteries and pallets of filters.
- Counted 200 bins a week in cycle counts and corrected 3 recurring location errors.

06/2019 - 05/2021
Plainfield, IN

Warehouse Associate

Circle City Distribution

Distribution center for industrial supplies.

- Picked and packed 120 order lines a shift.
- Loaded 8 outbound trucks a day with a forklift and pallet jack.
- Earned forklift certification within the first 30 days.

Skills

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|--------------------|---------------------|------------------------|
| • Excel | • Inventory Control | • Attention to Detail |
| • Outlook | • Warranty Returns | • Communication Skills |
| • Microsoft Office | • Forklift | |
| • Purchase Orders | • Accuracy | |

Education

05/2019
Indianapolis, IN

High School Diploma

Ben Davis High School

Certificates

2019

Powered Industrial Truck Operator Certification

Circle City Distribution