Dana Whitfield

// Production Control Clerk

Dayton, OH (937) 555-0146 dana.whitfield@email.com linkedin.com/in/danawhitfield

> SUMMARY

Production control clerk with 16 months in a metal stamping plant and almost two years of part-time warehouse work during college. Releases work orders, posts production and scrap counts, and keeps shop floor records accurate. Works daily in MS Office, mainly Microsoft Excel, Microsoft Word and Outlook, and brings attention to detail to every ERP systems entry.

> SKILLS

- Microsoft Excel
- Microsoft Word
- Outlook
- MS Office
- ERP Systems
- Work Order Release
- Inventory Control
- Data Entry
- Cycle Counting
- Attention to Detail

> EXPERIENCE

Production Control Clerk 06/2025 - Present

Miami Valley Stamping Co. Dayton, OH

Clerk in the production control office of a 220-employee automotive stamping plant.

- Generate **60+** work orders a week in the plant's ERP and print job travelers for 3 press lines.
- Record completed quantities and scrap codes for about 140 jobs a week, with 99% posting accuracy at audit.
- Update a Microsoft Excel late-order report that the planner uses each morning to reset press priorities.
- Balance finished-goods counts against shipping records monthly, cutting inventory control variances from 3% to 0.8%.

Shipping and Receiving Clerk (Part-Time) 09/2023 - 05/2025

Brookville Fastener Supply Vandalia, OH

Part-time warehouse role at a regional industrial fastener distributor while in school.

- Logged 80 inbound receipts a day through data entry in the inventory system, matching each to its purchase order.
- Prepared bills of lading and packing lists in Microsoft Word for about 35 outbound LTL shipments a day.
- Answered carrier and customer emails in Outlook, confirming pickup times for 12 regular freight accounts.
- Counted 400 bin locations during quarterly cycle counts and reported discrepancies to the warehouse lead.

> EDUCATION

Associate of Applied Science 05/2025

Sinclair Community College Dayton, OH

Business Management

> CERTIFICATES

Microsoft Office Specialist: Excel Associate 11/2024

Certiport

OSHA 10-Hour General Industry 07/2025

OSHA Outreach Training Program