



Ashley N. McKenzie

OBJECTIVE

A position in the Supply Chain field where excellent analytical, communication and technical skills will contribute to the companies goals, objectives and profitability.

EDUCATION

◆ Western Michigan University; Kalamazoo, MI – Haworth College of Business

Bachelor's of Business Administration: Integrated Supply Management (Course study in planning and management of all activities involved in purchasing, operations and logistics management).

GPA (overall): 3.32/4.0 Expected Graduation: April 2009

Career Related Courses: ❖ Engineering Graphics ❖ Quality Assurance & Control

❖ Process & Materials in Manufacturing ❖ Purchasing Management ❖ Manufacturing Logistics

❖ Production Management & Control ❖ Materials Management Strategies ❖ Integrated Materials Systems

❖ Applied Process Re-engineering ❖ Marketing & Sales Law ❖ Analytical Foundations

WORK EXPERIENCE

2008 – Present **Production Control Internship** Armstrong International Three Rivers, MI

- Planning and Scheduling various work centers taking all necessary criteria into consideration; including demand, setup time, allocation, routing, bill of material, machine down time, labor, etc.
- Running MRP and over allocated reports to write appropriate orders
- Communicating problem areas for specific work centers with shop floor every morning
- First time experience with implementing new IFS (ERP) software company wide

2005 – 2008 **Assistant to the Budget Coordinator** WMU Building Custodial & Support Services Kalamazoo, MI

- Communicating work orders with maintenance expanding on effective communication skills
- Providing solutions and relaying messages for incoming phone calls emphasizing on detail
- Contacting suppliers to discuss price variations from purchase orders to invoices
- Responsible for providing verification of purchase justification forms for purchases equal to or greater than \$300 which required persistent initiative to see cooperation from employees

2004 – 2008 **Accounting Internship** Armstrong International Three Rivers, MI

- Auditing and correcting of freight charges on daily invoices after thorough analysis
- Preparing/Counting large sums of money for concession deposit constituting the companies trust in me
- Accounts Payable Processing; locating errors and performing research to apply appropriate corrections
- Processing Credit Card Statements consisting of entering expenses for approximately 100 employees
 - Preparing statement for Accounts Payable, Reconciling after payment, Processing of receipts

ACTIVITIES/SKILLS

- The Association for Operations Management (APICS)
- Institute for Supply Management (ISM/NAPM)
- WMU Deans List
- Urban Plunge; Service Learning Project
- Experienced with reading blueprints, CAD, and numerous computer systems such as SAP/ERP configuration and Microsoft Office applications (e.g., Word, Excel, PowerPoint, Access, etc.) as well as internet applications

