

Joseph Mills

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Nine years of customer service experience, six of them spent in management. Tech savvy with proficiency in Microsoft Office applications, including Word and Excel. Looking to leverage my knowledge and experience into a Procurement role.

PROFESSIONAL EXPERIENCE

AERO CONTROLS INC.

Purchasing Agent, 2016– Present

- Work in a small team to procure aircraft material ranging from landing gears and wings, to cockpits and actuators.
- Maintaining inventory by purchasing from vendors.
- Use company software to survey material and up to day pricing/market cost.
- Keeping accurate spreadsheets of inventory location, stock minimum, and tracking shipments.

BIG 5 SPORTING GOODS

Assistant manager, January 2008 – January 2016

- Experience with reconciling timecards, adjusting and accepting payroll through Kronos
- In charge of hiring and onboarding new candidates. Participates in E-Verify through ADP Virtual Edge
- Training new employees with onboarding material.
- Acquiring new customers with excellent customer service and creating customer relations.
- Demonstrated ability to receive and input sensitive information related to ATF compliance for firearms sales

EDUCATION

Todd Beamer High School

35999 16th Ave S, WA, USA

- *High School Diploma: Math and Science*
- *Math and Science Academic Achievement Award*
- *Leader of band team*

ADDITIONAL SKILLS

- Proficient in Microsoft Office
- Microsoft Excel
- Tech savvy with most PC technology
- Excellent interpersonal skills and communicator
- Advanced knowledge in computer technology