

Kimberly A. Smith

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PROFESSIONAL SUMMARY

Highly experienced and strongly motivated individual. Proficient in MS Office (Excel, Word, Powerpoint). A team player, good at both problem solving and detail work, in a stressful and rapid paced environment. Able to learn new systems quickly and thoroughly.

EXPERIENCE

Cook Compression, Jeffersonville, IN

Planner - 2017 - 2019

- Managed the core product line for a \$4.1M account
- Created job paperwork to be sent to the machines for manufacturing
- Worked closely with purchasing to ensure material availability
- Created and maintained machine schedules so the operators knew what jobs they should be working on in order to achieve a 95% on time delivery rate
- Worked closely with shop supervisors to move work and manpower around to level load the machines. Provided feedback to supervisors to determine overtime requirements

Sabert Corporation, Shepherdsville, KY

MRO Buyer - 2016 - 2017

- Responsible for ordering daily operational needs including machine parts, tooling, office supplies, janitorial supplies and safety supplies.

Cook Compression, Jeffersonville, IN

Administrative Assistant - 2013 - 2016

- Provided administrative support to the OEM Sales Team
- Responsible for making travel arrangements, providing sales reports and maintaining OEM customer pricing.
- Customer service responsibilities for a select group of OEM customers

Buyer - 2011 - 2013

- Responsible for the purchase of ~\$4.5M of raw material and MRO supplies
- Assisted in establishing a vending program for tooling
- Worked closely with vendors to maintain pricing and inventory levels.
- Assisted in establishing a Kanban program on high moving items in order to maintain the proper inventory levels.

Customer Service - 2009 - 2011

- Provided order entry by fax or email
- Maintained customer files, including pricing discounts and quotes
- Worked closely with the Planner, shop supervisors and shop employees to ensure on time delivery to the customers.

Administrative Assistant - 2004 - 2009

- Provided administrative support to the Executive Management Team along with the Sales and Engineering departments
- Responsible for making travel arrangements and providing sales reports on a monthly basis
- Maintained the inventory level for all promotional items and sales literature

Vermont American Corp, Primark Tool Group, Louisville, KY

Administrative Assistant, 2001 - 2004

- Provided administrative support to the Management Team including monthly sales reports and commission reports

Customer Service, 1994 - 2001

- Assisted customers in resolving technical difficulties related to our products through research and problem solving.
- Provided order entry by phone and fax
- Maintained customer accounts for a specific region
- Worked closely with the Regional Sales Manager and the outside sales team.

EDUCATION

University of Louisville, Louisville, KY - 1989 - 1991

Completed coursework towards a degree in business

REFERENCES

Available Upon Request