# Stephen Dixon

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**INVENTORY AND MATERIALS MANAGEMENT**

**OPERATIONAL SOLUTIONS IMPLEMENTATION**

## PROFILE

Motivated self-starter, who works well autonomously, as well as within a team setting.

Adaptive learner, embracing new challenges and excelling at operational analysis and problem solving

Diplomatic Account Manager, using honesty and tact with co-workers and clients

## SKILLS SUMMARY

Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook)

Personnel Management (teams up to 10 employees)

Infor SX Enterprise Software – IBM Maximo EAM Software – Xeeva, Inc. Peer to Peer Software

Material Handling Motorized Vehicle Operator

Purchasing, Shipping, and Receiving

Vendor Relationship Management

## PROFESSIONAL EXPERIENCE

**SITE MANAGER – XEEVA, INC. (on site at Daimler Freightliner in Gastonia) 2017-2018**

* Manage group of 8 – 10. (Crib Attendants & Buyers)
* Vendor relations management, new vendor set-ups, and service level agreement coordination.
* Analysis and reconciliation of inventory discrepancies. Cycle count scheduling. Identifying trends and proposing systemic solutions.
* Daily monitoring of critical, just-in-time, non-production inventories for multimillion dollar corporate account. Including back order follow-up & expediting. Repairable Assets, tooling repair coordination and material classification based on usage for deactivation or consolidation.
* Daily Meetings with Customer Upper Management to review via custom reporting; spend, on time delivery, nonconformance, open orders, hot orders.
* Sourcing & quoting of MRO & safety supplies; finding the best price & quality available
* Manage replenishment values and cost saving initiatives.

**INVENTORY ANALYST – NETLINK, Inc. (on site at Detroit Diesel Corporation) 2010 – 2017**

* Daily monitoring of critical, just-in-time, non-production inventories for multimillion dollar corporate account.
* Daily receiving of all material via Maximo ERP system and Nexiant vending point of use machines.
* Vendor relations management, new vendor set-ups, and service level agreement coordination.
* Analysis and reconciliation of inventory discrepancies, identifying trends and proposing systemic solutions.
* Intermediate user of MRO applications including Maximo, Oracle, Nexiant SIM, MS Office, Intermec.
* Subject Matter Expert (SME) for inventory management options, especially vending and tooling solutions.
* Point-of-contact for escalations related to Maximo inventory integrity and operations system functionality.
* Report Out Presenter for daily and weekly status reports to upper management.
* Data Analyst tasks including custom reporting through Access and SQL.
* Quarterly excess and obsolescence initiatives for inventory cost of ownership reductions.

## IMPLEMENTATION SPECIALIST/SERVICE MANAGER – NEXIANT – 2005 – 2009

* Data harvesting to develop point of use design and implementation plans.
* Materials catalog development, specific to customer’s ERP system requirements.
* Installation of Point Of Use equipment, including onsite training of the end users and administrators.
* Extended on-site liaison work to continue training administrators on reporting and daily operations functions.
* Customer training on system features to ease transition into new disbursement and replenishment systems.
* Report Out Presenter for daily and weekly status reports to upper management.
* Trend analysis for consumption, spend, key performance indicators (KPI), and cost savings.
* Participated in the successful implementation and Go Live of several Daimler Chrysler plants in MI, OH, and IN.
* Data Analyst tasks including custom reporting through Access and SQL.
* Purchasing functions including sourcing, spot buys, replenishment orders, and receiving.
* Vendor relationship management.