

KATHLEEN COURTEAU

(716)662-1125 H, (716)861-2546 C, KCourteau@verizon.net

Highly qualified professional with outstanding problem-solving and decision-making skills with the ability to conceptualize solutions to challenging situations, a talented communicator who works well with management staff and personnel at all levels, and solid skills in multitasking and time management. Areas of expertise encompass the following:

- ◆ International logistics
- ◆ Import/Export Administration
- ◆ Material Management
- ◆ Excel
- ◆ Access
- ◆ Problem-Solving
- ◆ Production Planning
- ◆ Inventory Management
- ◆ Work in Process Analysis
- ◆ Word
- ◆ SAP
- ◆ Communicator

Professional Experience:

HMX TAILORED, BUFFALO, New York

Materials Management Supervisor

4/2006-11/2008

- ◆ Managed the movement of raw materials into 12 offshore factories
- ◆ Updated offline access database as to raw material projected and actual delivery dates.
- ◆ Maintained and managed offshore inventories quarterly in regard to raw materials.
- ◆ Facilitated the transfer of raw materials between offshore factories to meet production needs and crucial deadlines.
- ◆ Allocated the purchase of raw materials between nine M Wile owned and licensed product lines.
- ◆ Obtained receivers on raw material purchases from offshore factories and facilitated deductions from payment due to damaged or shortage of merchandise
- ◆ Created Commercial invoices for raw material movements to offshore factories in order to meet import requirements.
- ◆ Instrumental in problem-solving between offshore factories and numerous internal departments at HMX.
- ◆ Communicator between HMX Chicago Office and Buffalo Office, also internally in Chicago Office
- ◆ Interfaced with the Accounts Payable Supervisor to confirm costs on offshore documents so payment could be made through Trade Card to offshore factories

Production Planner

9/2005-4/2006

- ◆ Interfaced and managed the work orders for seven offshore facilities regarding the manufacture of Men's tailored sportcoats, suits and trousers.
- ◆ Analyzed data from Materials Planning and Design Specification Departments to ensure that crucial raw materials needed for manufacture have arrived for production.
- ◆ Communicated with Sales force regarding proper size scales and delivery requirements.
- ◆ Created a seasonal plan for the Manufacturer, which allows them to see the amount of units per week, when the Piece goods will be arriving, and the delivery dates of our customers.
- ◆ Issued orders to manufacturers in a timely manner to maximize efficiency of production upon arrival of raw materials.

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Offshore Logistics Administrator

1999-2005

- ◆ Monitored, prioritized, and maintained production levels in 9 offshore facilities to ensure that work flow was adequate and customer demands were fulfilled.
- ◆ Liaison between marketing, customer service, material management and offshore facilities regarding inventory levels and design specifications
- ◆ Consulted with Distribution regarding delivery schedules and potential quality issues with imported product.
- ◆ Maintained and formulated value statements for formal entries of importations into the United States with the Bureau of Customs and Border Protection.
- ◆ Negotiated and researched expedient and cost effective international freight from 9 different countries to M Wile's 5 distribution facilities.
- ◆ Generated sample testing to existing and potential new foreign vendors to analyze quality of design and raw materials.
- ◆ Maintained a database detailing raw material, and finished good status and generated historical analysis based on the information for Sourcing and domestic management's use.

Traffic Manager

1988-1999

- ◆ Analyzed routing guides from high profile customers and ensured that routing and packing techniques were performed to the appropriate specifications.
- ◆ Interfaced with warehouse personnel as to proper packing and shipping instructions.
- ◆ Researched and advised customers as to the most economical freight and trucking options.

Education:

Hilbert College, Hamburg, New York
Bachelor of Science- Business Management
Summa cum Laude

Erie Community College, Orchard Park, New York
Small Business Management Certificate
Associates of Applied Science- Business Administration
High Honors