

Sherrill Rubin

Summary of qualifications

- ❖ Experienced in material control functions covering production planning and scheduling, purchasing, inventory control, material handling systems information flow/new product scheduling.
- ❖ Direct activities of purchasing functions with responsibility for obtaining material, equipment and services at competitive prices and satisfactory quality levels through selection of suitable vendors.
- ❖ Thorough knowledge of materials, source of supply, purchasing policies and procedures, supplier capabilities, performance and improvement.
- ❖ Broad knowledge of general manufacturing techniques to direct production planning, procurement, materials handling and information systems for operations.
- ❖ Selection and development of personnel, directing their efforts and motivating them to perform at expected levels of proficiency.
- ❖ Thorough emphasis on material throughput, department loading, customer scheduling, records maintenance and inventory reduction.
- ❖ Ability to interface at all levels and support activities with Contract, Marketing, Engineering and Quality departments.
- ❖ Ability to solve complex problems of material management and to conceptualize and establish a system to deal with the issues related to providing high-quality product at a competitive price in a J.I.T. environment.

Professional experience

2004 – Present Wynn's - a Division of Illinois Tool Works (Automotive Aftermarket Fluid Manufacturer)

Supply Chain Manager

- Manage staff in Planning, procurement, inventory control and shipping and receiving
- Accountable for all supply chain activity and supplier management
- Assist accounts payable with invoice balancing and supplier related functions
- Interact directly with customers, sales, engineering, production, and program management to ensure that requirements are met for all aspects of the business from a procurement aspect.
- Responsible for standard costing and PPV variances
- Actively driving continuous improvement projects to increase accuracy, efficiency and cost reductions to improve the company's bottom line profits
- Manage the supplier approval program, participate and coordinate all activities associated with approving new suppliers

2000 – 2004 GNP Computers, Monrovia CA (Telecommunications Equipment Manufacturer)

Purchasing Manager (2003 to 2004)

- Analysis of Master Schedule to determine material needs to support production
- Manage master scheduling and purchasing staff and activities of planning and procurement departments.
- Negotiate with suppliers for best cost, quality and delivery while reducing lead times
- Accountable for all supply chain activity and supplier management
- Assist accounts payable with invoice balancing and supplier related functions
- Interact directly with customers, sales, engineering, production, and program management to ensure that requirements are met for all aspects of the business from a procurement aspect.
- Responsible for standard costing and PPV variances
- Actively driving continuous improvement projects to increase accuracy, efficiency and cost reductions to improve the company's bottom line profits

- Manage the supplier approval program, participate and coordinate all activities associated with approving new suppliers

Senior Master Scheduler – (2000-2002)

- Forecasting Analysis and Master Production Schedule
- Accountable for maintaining Inventory levels to meet company goals
- New product development conversion from engineering to production by implementing Bill of Materials, forecasts and Inventory analysis
- Maintain Item Master data integrity
- Track and coordinate materials and shortages to the production line with purchasing
- Create and maintain all working procedures and ISO documents for Materials Department
- Analysis of ECO changes to ensure correct phasing in and of materials for cost effectiveness using AGILE software for Materials department.
- Liaison between Program Managers, Materials, Engineering and Production departments
- Training of Materials staff on all operating systems in use.

1996 – 2000 Impac Technologies, Costa Mesa CA (Multi-plexer Manufacturer)

Materials Manager / Master Scheduler

- Initiate and supervise MPS/MRP capacity planning and production scheduling
- Responsible for all aspects of materials for production process, including forecasting, materials procurement, production scheduling, inventory management, and shipment
- Directly supervise materials staff of 6
- Direct liaison with Sales and Marketing to ensure that customer needs are met or exceeded
- Developed and published procedures for all aspects of Materials Management
- Provide weekly detailed status reports and facilitate shortage meetings.
- Supervised and trained Production Manager
- Demonstrate abilities for good decision making by analyzing and researching issues, providing clear and concise decisions
- Support manufacturing, procurement and inventory transition from traditional manufacturing to World Class through cell technology and Kanban systems
- Created and implemented ECO and MRB boards
- Implemented several modules on IMASS operating system

1994 – 1996 Dovatron, Anaheim CA (Subcontractor, Circuit Boards)

Purchasing/Planning Supervisor

- Supervised Buyers and Purchasing assistants
- Negotiated annual and quarterly purchasing agreements
- Maintained relationships with large vendor base while actively sourcing new suppliers to enable cost reductions
- Provided quotes on materials and production costs for sales on all new projects
- Communicate with customers on delivery of product and source alternative manufacturers for difficult parts
- Source and procure all stock inventory
- Facilitated all purchasing transactions, negotiating best available pricing for all company inventories
- Assisted with production scheduling

1981 – 1994 Printrak Inc., Anaheim, CA (Computer Manufacturer Fingerprint Identification)

Materials Manager

- Accountable for all purchasing functions, subcontract processes and supplier contracts, international shipping and receiving, production control, planning, inventory control, implementation of procedures, month end reconciliation
- Maintained a 10% favorable PPV, a 98% accuracy rate for inventory, and 99% on time delivery

rate while reducing inventory 40% by establishing JIT

- Implemented new MRP system and wrote procedures and custom reports to support purchasing and planning
- Managed a staff of 14 in purchasing, planning, and inventory control
- Member of the MRB board and the ECN panel

- **Master Scheduler –**
- Responsibilities included, labor analysis, setting up routings for production, releasing work orders for inside and outside processing, requisitioning of materials to support manufacturing schedule
- Determination on ECN implementation in regards to material availability, and ensure bill of materials accuracy
- Promoted to Materials Manager

- **Senior Buyer –**
- Purchased materials for company wide needs, which included, Electro-mechanical, hardware, passive, active, and discrete components fabricated parts, and MRO items
- Promoted to Master Scheduler

Education

June 1989 - Cal State Fullerton - Certified in Manufacturing Management

April 2002 - University of Phoenix - Bachelor In Business Management

May 2002 - APICS - CPIM Certification

May 2004 – University of Phoenix – Masters In Organizational Management

April 2005 – ISM - CPM Certification

December 2007 – APICS – CSCP Certification

Systems Skills

PowerPoint, Project Management, Excel, Word, Access, ORACLE operating system, IMPAC operating system, BAAN operating system, AGILE ECO system, AS400, MAS90