

DYNASTY D. DYER

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PROFESSIONAL EXPERIENCE:

Haas Group International

Document Controller and Inventory Manager (June 2014 – Present)

- Streamlined and managed six separate databases through use of advanced Microsoft Excel and Access skills
- Lowered levels of on-hand inventory by 50 percent and monitored levels of 200 items via thrice-weekly cycle counting.
- Drastically improved inventory turnover rates and became one of the best sites in the United States on this metric
- Crafted two highly accurate annual budgets, each totaling over 5.8 million dollars, and performed variance analysis upon these budgets on a bi-monthly basis.
- Initiated and collaborated on cost savings, continuous improvements, and finance projects totaling over \$200,000.
- Maintained contact with roughly twenty suppliers to ensure timely deliveries and negotiate unit prices
- Spearheaded our 2014 passing of ISO audit by remodeling control plans, updating standard work instructions, and ensuring compliance with Chrysler manufacturing regulations.
- Assisted site manager in lowering unclaimed invoices by roughly fifty percent and tracking down overdue payments
- Gained roughly two years' experience with a tier one automotive supplier (ZF Marysville)

Member of Caterpillar Launch Team (December 2015- Present)

- Lowered open receivables by eighty percent and drastically lessened the amount of emergency orders placed by site
- Mastered two ERP systems and developed training documents on both programs for training permanent on-site teams
- Improved area flow via intelligent purchase decisions and careful work requirement analysis
- Closed over 500 open and completed Maximo tickets to improve overall site deliverables rate

Sears Holdings Corporation

Front-End Representative (January 2014 – June 2014)

- Featured nationally with a perfect customer service score on two separate transactions via intense dedication to customer satisfaction.
- Served roughly 50 customers per shift and enrolled 80 percent of consumers in a membership program.

ACADEMIC EXPERIENCE:

University of Michigan- Flint (3.7 GPA)

Bachelor of Business Administration, June 2015

- Nominated for a Maize and Blue award in the business department and featured on the Dean's List every semester
- Offered positions tutoring cost accounting, managerial accounting, corporate strategy, and management science courses
- Classes included: financial accounting, managerial accounting, business law, management science, statistics, financial analysis and corporate strategy

SKILLS AND COMPETENCIES:

o- Familiar with oo- Academic ooo - < 1-year oooo - 1.5-5 years ooooo - 5 + years

Technology-Related

- | | | | |
|---------------------------|-------|-----------------------|-------|
| • Microsoft Office Suite: | ooooo | • Oracle Databases: | ooo |
| • SAP Experience: | oo | • Website Management: | ooooo |
| • Adobe Photoshop: | oooo | • HTML and UBBC: | oooo |

Business Abilities:

- | | | | |
|--------------------------|------|-------------------------|-------|
| • Marketing Experience : | ooo | • Logistics Management: | oooo |
| • Management Science: | ooo | • Customer Service: | ooooo |
| • Financial Analysis: | oooo | • Accounting: | ooo |
| • Marketing: | oooo | • Receiving: | ooooo |

Other Skills:

- | | | | |
|---------------------------------|-------|---------------------------------|-------|
| • Creative and Content Writing: | ooooo | • Project Management: | oooo |
| • French and Italian: | ooo | • Certified Research Assistant: | ooooo |
| • Event Planning: | oooo | • Web Management: | oooo |