

WILLIAM DABROWSKI

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PROFESSIONAL SUMMARY

A Logistics Planner with a background in accounting, purchasing, import/export and customer service while employed in the Semiconductor, Manufacturing industries. Some proven strengths are mentoring, leadership and ability to resolve problems using vision and innovation.

Areas of expertise:

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Problem Solving | <input type="checkbox"/> SAP |
| <input type="checkbox"/> Team Player | <input type="checkbox"/> Leadership | <input type="checkbox"/> Innovation |

PROFESSIONAL EXPERIENCE

Werner Enterprises
Freight Transporting Services

Oct 2008- Jan 2009

Driver

Responsible for delivering retail goods to a major retailer using a tractor trailer.

Burnett Staffing
Employment agency

Aug 2007- Jan 2008

Buffalo Technologies, Austin, TX
Computer Network and Wireless manufacturer

Finished Goods Planner

Responsible for timely importing and distribution of retail products: Responsible to analyze customer orders and delivery schedules.

- Responsible to collect and compile data to use in maintaining adequate products to optimize cash flow.
- Was responsible to oversee the transfer of all US products to a new third party distributor from a long time previous distributor.
- Developed and compiled a excel spreadsheet to assist in the reconciling of all inventory of all US products.

Aerotek- Employment Agency

Jun 2006- Aug 2007

Solectron, Austin, TX
Electronics Manufacturer

Buyer

Responsible for timely purchasing of labels and hardware for many product lines. Responsible for requesting and analyzing quotes for materials from several vendors.

- Collected all paperwork to initialize new vendor.
- Developed new source for labels after regular supplier discontinued carry vital labels.
- Maintain good relationship with vendors to ensure maximum cooperation.

Custom P.C. and Networking
Computer building and training

Aug 1997- Sept 2006

Proprietor

Built computers for individuals and provided training as needed. Provided technical support to customers for computer hardware and software maintenance. Trained people on the use of Microsoft windows, Microsoft office and various other computer software.

ASML,
Tempe, AZ
Manufacturer of Semiconductor machines

Jul 1998- Jan 2004

Logistics Planner (2002-2004)

Responsible for the timely distribution of parts through out the United States. Typical volume of 1000-1500 parts weekly. Responsible for maintaining SAP reports for inventory control and accuracy.

- Implemented new procedure for distribution of Tele-faxes saving the company money in overtime, long distance bills and paper.
- Mentored 15 regional logistics planners in the use of SAP and Shipping software. Resulted in the timely processing of inventory transactions.
- Trained coworkers in the use of various software programs such as Excel and Word which increased their overall work efficiency.
- Coached coworkers in the preparation of electronic inventory reports for the on call position, saving the company money in overtime and printing costs.

ASML

Warehouse Administrator (1998-2002)

Responsible for the shipment of parts throughout the U.S. and International locations. Responsible for the receipt of materials and products ordered from outside vendors into SAP to ensure vendors be paid in a timely manner.

- Maintained warehouse with all shipping material items necessary for shipments to regional offices, ensuring the safe delivery of sensitive/fragile electronic components to regional offices.
- Packed and shipped parts throughout the U.S. and International regions. Continually received positive customer feedback based upon receipt of parts and materials in excellent condition.
- Developed suggestion and, as a result, implemented new electronic report procedure for on call position.
- Prepared customized written shipping SOP for use by departments relative to items shipped.
- Trained 50-75 people in the proper way to pack and ship various items as relative to their needs. Saved the company money by making it possible to not hire a shipping and receiving individual.
- Promoted to Logistics Planner.

EDUCATION

Courses completed in Introduction to Networking.
Gateway Community College, Phoenix, AZ

Courses completed in Interpersonal Communications, Survey Computer Info Systems, Excel Spreadsheets, Crime Analysis, Photography 1, and Small Group Communications
Chandler Gilbert Community College, Chandler, AZ