

Ming Hopkins

Materials Coordinator

☎ (916) 555-2847 ✉ ming.hopkins@example.com

🌐 linkedin.com/example/minghopkins 📍 Sacramento, CA 95816

STRENGTHS

- 🔧 **Inventory Control**
Physical count reviews exposed recurring gaps, so procedures connected exceptions with records and clear corrective action.
- ♥ **Budget Judgment**
Cost trends and open commitments shaped purchasing recommendations, giving managers clearer control over approved spending.
- 👥 **Staff Leadership**
Supervised teams across several operating settings, with coaching that made daily receiving and delivery work steadier.
- 📄 **Procurement Partnership**
Purchasing conversations became more productive after technical requirements and delivery expectations were documented clearly.
- 🎓 **Practical Training**
Small group instruction gave new staff a usable way to record movement and resolve exceptions.

SKILLS

Materials management

Inventory control

Physical inventory Cost analysis

Budget preparation

Purchasing coordination

Physical distribution

Contract documentation

Technical specifications

Inventory reconciliation

Excess disposition

Staff supervision Training

SUMMARY

Materials management leader with 11 years coordinating inventory **planning**, purchasing, cost **control**, **physical distribution**, and automated materials systems across healthcare, public service, transit, and higher education. Directs inventory and **operating budgets**, analyzes costs, reconciles physical counts with system records, and prepares reports, memoranda, procedures, contract documents, and technical specifications. Supervises teams responsible for receiving, warehousing, purchasing support, audit controls, and timely delivery. Practical experience includes Group Purchasing Organization contracting, excess material disposition, departmental data exchange, procurement coordination, and stakeholder presentations. Builds clear procedures, trains managers and staff, and partners with finance, procurement, operations, and data teams to improve accountability. Brings public service judgment, business administration education, and a steady focus on reliable materials availability, sound controls, and responsible spending.

EXPERIENCE

Materials Management Manager

Capital Valley Medical Network 📅 July 2022 - Present 📍 Sacramento, CA

Directs **materials planning**, **inventory control**, purchasing coordination, physical distribution, budgets, and staff development across a multi site healthcare network. Partners with procurement, finance, data, and clinical leaders to improve control quality, reporting, and delivery reliability.

- Led **physical inventory** cycles across storerooms, reconciling exceptions against automated records and disposition reviews.
- Administered inventory and operating budgets, analyzing commitments and cost trends for purchasing decisions.
- Translated department requirements into **technical specifications** and GPO sourcing documents for **procurement** partners.
- Supervised 14 employees through audit routines, delivery priorities, training plans, and performance expectations.
- Connected **automated cost** workflows with inventory reporting standards, improving information exchange across teams.
- Presented control procedures to managers, clarifying accountability for material movement and excess stock.

Senior Materials Operations Supervisor

Riverbend Public Services Authority 📅 March 2019 - June 2022 📍 Fresno, CA

Managed inventory planning and physical distribution for maintenance, facilities, and field service programs. Led receiving, warehousing, counting, and delivery personnel while preparing budgets, cost analyses, procedures, memoranda, and procurement support documents.

- Built physical inventory **procedures** linking count findings with automated records and corrective actions.
- Supervised 10 employees across receiving, warehousing, cycle counting, and internal **distribution** operations.
- Prepared budget forecasts, cost analyses, **memoranda**, **contract documents**, and operating procedures for managers.
- Clarified **technical specifications** and delivery expectations with **centralized purchasing** staff during sourcing actions.
- Presented revised materials controls to managers, strengthening inventory accountability and audit documentation.
- Coached supervisors on excess identification, reconciliation practices, and consistent documentation standards.

Materials Control Supervisor

Central Coast Transit Services 📅 August 2016 - February 2019 📍 Salinas, CA

Audit controls

Management reporting

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Materials Management Manager at Capital Valley Medical Network (4.2 Years)

Senior Materials Operations Supervisor at Riverbend Public Services Authority (3.2 Years)

Materials Control Supervisor at Central Coast Transit Services (2.5 Years)

Inventory and Procurement Analyst at Sierra Regional University (1.1 Years)

Oversaw parts and supply control for fleet maintenance, balancing material availability, storage capacity, service schedules, and cost discipline. Directed distribution staff, maintained automated records, supported purchasing, and strengthened training and audit practices.

- Investigated discrepancies among system balances, transaction histories, and physical counts before approving adjustments.
- Directed six employees through receiving, stocking, issuance, count verification, and delivery activities.
- Analyzed recurring material costs using usage history, open commitments, and maintenance demand forecasts.
- Improved requisition packages by clarifying specifications and replenishment needs with **purchasing** staff.
- Created training guides and audit checklists for consistent material movement documentation.
- Balanced fleet material availability against storage capacity, service schedules, and approved spending.

Inventory and Procurement Analyst

Sierra Regional University 📅 June 2015 - July 2016 📍 Reno, NV

Analyzed supply requirements for facilities and academic support units, maintained automated inventory records, and supported procurement, **physical inventories**, **cost analysis**, and budget planning. Prepared documentation and delivered practical training for internal requestors and purchasing staff.

- Converted demand patterns into replenishment recommendations within established departmental budgets.
- Reviewed transaction exceptions affecting cost, quantity, location, and material availability.
- Prepared count files, researched variances, and documented **physical inventory** reconciliations.
- Produced cost analyses and budget schedules for recurring purchases and inventory requirements.
- Summarized technical requirements for purchasing staff, vendors, and internal requestors.
- Trained small groups on inventory transactions, count practices, and record accuracy.

PROJECTS

Healthcare Materials Control Modernization 📅 2023

Integrated automated cost workflows, inventory reporting standards, GPO purchasing documentation, and excess stock reviews across clinical operations.

Public Service Inventory Reconciliation Program 📅 2021

Established count procedures, exception reconciliation, corrective action records, and manager training for distributed maintenance inventories.

LEADERSHIP & AWARDS

- Materials Operations Training Lead, Capital Valley Medical Network, 2023 to Present
- Inventory Control Process Council Member, Riverbend Public Services Authority, 2020 to 2022
- Recognized by operations leaders for clear inventory procedures and practical staff training

EDUCATION

Bachelor's Degree in Business Administration

California State University, Sacramento 🎓 GPA: 4.0 📅 2015 📍 Sacramento, CA

Coursework: *Materials management, operations management, procurement, accounting, economics*

CERTIFICATIONS

- Certified Professional in Supply Management 📅 2021
- Certified in Planning and Inventory Management 📅 2019

TECHNICAL SKILLS

- **Inventory Systems:** Automated inventory control, inventory records, transaction history
- **Materials Planning:** Demand planning, replenishment planning, materials requirements

- **Physical Inventory:** Cycle counting, count reconciliation, variance research
- **Cost Control:** Cost analysis, cost trends, commitment review
- **Budget Management:** Operating budgets, budget forecasts, spending control
- **Procurement:** Purchasing coordination, sourcing support, requisitions
- **Contract Documents:** Contract support, technical specifications, requirements documents
- **Distribution Operations:** Receiving, warehousing, internal distribution
- **Healthcare Purchasing:** Group Purchasing Organizations, clinical sourcing, supply contracting
- **Reporting Tools:** Management reports, memoranda, audit documentation
- **Staff Development:** Training plans, coaching, performance expectations
- **Data Coordination:** Data exchange, system interfaces, reporting standards

PROFESSIONAL AFFILIATIONS

- Materials Operations Training Lead, Capital Valley Medical Network
- Inventory Control Process Council, Riverbend Public Services Authority

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST