

## education

Port Clinton High School  
Team Design Training  
DISC Training  
ECET Training  
Oracle Applications Training  
UPS WorldShip Software Training  
E2 Production Software Training  
Towmotor Certification Training

## awards

AmTrust Bank: My Idea Award

## experience

### Bearings Manufacturing Co. | Strongsville, Ohio

Responsible for the procurement of raw and manufactured material, heat treat services, and tooling in support of manufacturing product for the Stearns Stafford line of bearings. Created a more structured process for procurement which resulted in a faster turnaround time from the point of Request For Quote (RFQ) to issuing a Purchase Order (PO).

### Cleveland Clinic (Hillcrest Hospital) | Mayfield Heights, Ohio

Responsible for the daily procurement of products, equipment, instrumentation, and services within the Central Processing Department and supported the Surgery Services Department. Utilizing strong organizational skills, adopted additional administrative duties using the SPM and HBO systems, and Lawson Materials Management Information System.

### Ohio Savings / AmTrust Bank | Brooklyn Heights, Ohio

Managed day to day operations of the warehouse which included daily packing of materials used by 70 branches, 100+ Product Technology Consultants, and other departments of the bank. Implemented a system to make the packing of orders a more efficient process which reduced the process time by 50%. Established a shipping structure that reduced the time and labor of distribution by 75%. Developed a business case to improve the label process of the Mortgage Mailroom that reduced the process time by over 50%.

### NASA Glenn Research Center | Cleveland, Ohio

Responsible for maintaining and replenishing materials for the NASA Glenn Research Center's Stockroom, to include the process of costing materials and generating purchase orders for the material to be procured. Processed receiving paperwork and invoices for accounts payables. Price shopped materials and generated purchase orders. Prepared bid packages and managed current just-in-time stock contracts. Maintained stock levels through inventory control and annual / semi-annual inventory counts. Provided customer care and vendor support. Negotiated purchasing price at 10% below previous cost.



# Jim Fishburn

Purchasing Coordinator

GDOT Design

Mr. Fishburn is a self-motivated and experienced leader with more than twenty years experience in warehouse management and operations. He is well versed in general purchasing and logistics and has demonstrated a commitment to exceptional customer service. Jim is responsible for preparing and processes client and vendor orders, close-out of orders, and fielding vendor inquiries. He tracks orders utilizing Team Design's receiving, deliveries, and PO acknowledgements to ensure projects are completed effectively to meet and exceed deadlines and expectations.