

Karen A. Daugherty
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OBJECTIVE

Dedicated, dependable, team player, detail minded and self-motivated seeking a career that would enable me to utilize my experience.

EXPERIENCE

Inventory Analyst, NFI Industries

09/2016 - PRESENT

New Galilee, PA

Responsible for maintaining inventory accuracy for a warehouse distribution center carrying over 40,000 parts in stock with a high volume of orders and shipments daily. Qualified to operate a Crown Stock Picker.

Production Scheduler/Shipping Coordinator, PTC Alliance

09/2014 - 05/2016

Darlington, PA

Created production schedules for slitting, weld and stretch-reduced/seamless and A-106 production lines. Responsible for daily shipment of material to customers.

Safety Controller, J.P. Graham Transport

03/2011 - 09/2014

Fallston, PA

Responsible for the hire of owner/operator tractor-trailer drivers researching background checks, pre-employment and random drug testing, plate program and IFTA. Supervised the upkeep of logs books for 180 drivers.

Materials and Production Planning Controller, PTC Alliance

05/1992 - 06/2010

Darlington, PA

Directed purchase of raw material to maintain levels necessary according to consistently changing market demand.

Answered customer inquiries as to process capabilities and delivery.

Processed /scheduled sales orders and giving direction to Union employees and supervision to ensure the best possible yield and on time delivery utilizing inventory and manpower. Worked with Quality Control for accurate chemical certifications and shipment of prime product.

Also participated in annual ISO audits.

Controlled shipping and receiving flow of materials.

Inventory/Production/Payroll Coordinator, PTC Alliance

10/1981 - 05/1992

Darlington, PA

Maintained shop floor production reporting for records and accounting purposes, manpower

hours, machine downtime and month end closing.

Inventoried parts and tooling for maintenance and production departments reordering when necessary.

Receipt of incoming raw material and processed usage.

Time card processing for 130 Union employees on a daily basis including upkeep of personnel files.