



Matthew Burke

## Education

Indiana University East

*April 2018* | Bachelor of Science in Business Administration/ Accounting Concentration (Managerial Accounting)

- 3.61/4.0 GPA
- Delta Mu Delta National Honor Society recipient
- IMA Honor Society recipient

Sinclair Community College

*December 2011* | Associate of Science in Accounting

## Experience

Neaton Auto Products | 975 S. Franklin Street Eaton, OH 45320

*Cost Control Administrator* | *October 2018- Present*

- Responsible for identifying process inefficiencies and organizing improvement plans
- Coordinate process improvement plans with supporting departments.
- Interact with sales to understand gross margin of each parts and identify cost savings.
- Lead Ideal Injection Team meeting to determine the best use of scrap materials including regrinding material to reuse in processes.
- Identify injection improvement activities including combining like parts into injection presses in order to reduce downtime and switch over costs.
- Wellness committee member- Assist committee chairperson in promoting both physical and mental wellness along with assisting in company wellness activities such as annual health fair.
- Neaton Green team member- help to reduce overall plant waste in order to obtain a zero landfill facility.

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*Purchasing Supervisor* | *January 2015- October 2018*

- Oversee purchasing coordinators to ensure performance in the department
- Annual freight budget preparations along with monthly freight budget review and presentation.
- Annual preparation and presentation of objectives set in the department as they align with company objectives.
- Coordinate with sourcing/parts procurement to understand terms of agreements with all new parts, and align them within purchasing guidelines in time for new model launch.
- Monitor and report inventory overstock issues and solutions to management.
- Monitor inventory turns as they compare to other plants within the Nihon Plast group.
- Track exceptional freight and report on reasons (both inbound and outbound).
- Physical Inventory Event Planner/ Physical Inventory Event Lead- responsible for all activities leading up to quarterly physical inventory counts.
- Customer Contact for Tier 1 suppliers.

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## Purchasing Coordinator | *December 2011- December 2014*

- Maintain proper inventory levels on all assigned parts according to guidelines put in place by management.
- Work with multiple suppliers to ensure product is received in a timely manner according to purchase orders issued.
- Resolve delivery issues in a timely manner.
- Check customer orders for significant increases and decreases.
- Ensure inventory is turning according to FIFO
- Review obsolete inventory for estimated service usage and disposition dead stock.

## Skills

- Proficient in Microsoft Office (Excel, PowerPoint, Word, and Visio)
- Proficient in JD Edwards ERP system on AS400 platform
- Typing (60 words per minute)