

Kenneth Melancon
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Saint Martinville, La 70582
Cell: (337)322-0336

PROFILE

- **Organizational skills.** Performs well in a fast-paced environment. Able to thrive under a heavy workload and busy schedule. Willing and able to handle multiple tasks simultaneously.
- **Computer literate.** Quickly and easily adapts to various accounting software. Knowledgeable in E2 Shop System software. Comfortable working on IBM-compatible desktop systems operating Microsoft Office, Excel and Word & Power Point.

EXPERIENCE

Weatherford INT.
Lafayette, LA

Feb 1993 - Feb 2005

CNC Machinist

- Skilled in axis CNC machining, tooling and fixtures
- Knowledge of drawing interpretation
- Hands on experience in calculating and setting up machine controls according to production type
- Able to read and interpret blueprints
- Develop and implement ideas that are resourceful, gainful and quality orientated
- Knowledge of tool holders and cutting tools
- Basic math skills
- Excellent communications skills
- Participated in a series of interactive programs that promoted proactive team efforts designed to achieve departmental missions
- Set up and operated most CNC machines
- Adjusted machines and tools to achieve blueprint requirement
- Run and edited programs
- Corrected defects as and when required
- Performed quality control procedures

Petroquip Energy Services LLC Feb 2005 - May 2009
Lafayette, LA 70518

CNC Machinist

- Experience as a CNC Machinist
- Skilled in CNC machining, tooling and fixtures
- Knowledge of drawing interpretation
- Hands on experience in calculating and setting up machine controls according to production type
- Able to read and interpret blueprints
- Develop and implement ideas that are resourceful, gainful and quality orientated

- Knowledge of tool holders and cutting tools
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- Excellent communications skills

- Participated in a series of interactive programs that promoted proactive team efforts designed to achieve departmental missions
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Petroquip Energy Services LLC May 2009 - July 2012
Lafayette, LA 70518

International Coordinator/Quality

- Located and Ordered Raw Material by specs for work order and print.
- Received Material in-house
- Checked MTRS for material to ISOQ1/API Spec 7 & 14L.
- Located and Ordered Tooling and Supplies from various vendors.
- Dealt with Material Vendors Such As: Howco, Continental Alloys & Corrosion Resistant Alloys, L.P.
- Prepared Purchase Orders.
- Maintained Material Trace ability files for ISOQ1/API Spec 7 & 14L
- Shipped International Orders World-Wide as per delivery dates. This required Commercial Invoices and Shipping Export Declarations to Meet Export & Import Certification.
- Coordinate Orders From International Customers
- Quoted jobs in-house for different Customers.

Petroquip Energy Services LLC July 2012 to Oct 2013
Lafayette, LA 70518

Customer (Inventory Control)

- Keep good lists of items including inventory, packages, and services to make it easier for users creating orders and proposals.
- Make items inactive that are no longer used.
- Keep accurate inventory counts.
- Prepare parts required for orders (service, install).
- Establish minimum level inventory levels and maintain these levels.
- Keep Purchase Orders (PO's) flowing so that PO's are sent to vendors and tracked as received in Inventory.
- Manage inventory so parts are ordered as needed.
- Monitor approved Proposals so you are aware of upcoming orders.
- Manage customer or vendor returns.
- Manage vendor and subcontractor lists.
- Pull customer stock when needed
- Secure incoming Inventory from Customers.

Stabiltec Downhole Tools Oct 2013 To Jan 2015

Parks, La 70582

Quoting & Estimating

- Receive and Quote incoming request from customers.
- Process orders placed by customers.
- Created routers for machining process
- Sub out material for machining process

Prodrive Outboards, LLC Feb 23 To Oct 2015

Loreauville, La 70552

Purchasing Agent & Inventory

- Purchase parts for manufacturing
- Create Purchase orders for different vendors
- Keep inventory counts up for production
- Receive incoming parts from vendors for Purchase orders created
- Efficient PC/MRP Software

EDUCATION

High School Diploma	Completion Date 05/1979	Breaux Bridge High
Certificate of Completion Export & Import Documentation	Completion Date 12/2011	Global Training Center TX
Certificate of Completion Skills for Supervisors or Managers	Completion Date 03/2011	Fred Pryor Seminar TX
Certificate of Completion.	Completion Date 09/2015.	Vital Training Services New Iberia, La
Fork lift certified Diesel/LPG (OSHA 29 CFR 1910.178)		