# Summary of Qualifications

* Ten years inventory management experience with progressively increasing responsibility.
* 1 ½ years supervisory experience, leading a team of 10.
* 1 ½ years customer account advocate, doubling the business from that customer and increasing the revenue 40%.
* Strong Microsoft Office skills, exceptional Excel skills with some VBA.
* 4 years experience developing and documenting inventory control processes.
* Developed and presented inventory control metrics and specialty reports.

Experience

**Inventory Control Supervisor II**

Tolt Service Group, July 2011 – January 2013

* Prepared work assignments and daily goals for team of 10 people.
* Responsible for Inventory accuracy, supervised period Cycle Counts and year end physical inventory, with 99% inventory accuracy.
* Performed root cause analysis of inventory exceptions and discrepancies resulting in greater inventory accuracy.
* Supervised and maintained 24 hour shipping and receiving goals, researched and reconciled discrepancies.
* Worked with stake holders to ensure proper inventory levels and distribution.
* Worked directly with stake holders to manage depot service accounts, prepared billing and reports.
* Designed and implemented the work flow for the Pacific Region Operations Center.
* Created and generated reporting metric for customers and managers.
* Member of safety committee that ensured OHSA standards were met.

**Inventory Control Analyst IV**

Tolt Service Group, September 2007 - July 2011

Many of the same Responsibilities as ICS II but also has included:

* Trained new inventory control specialists.
* Developed and documented inventory control processes.
* Developed reports for inventory analysis in Microsoft Access and Excel.
* Used ODBC with Microsoft Access to generate scheduled and ad hoc reports.
* Materials management administration, purchasing.
* Implementation team member for new database system. Traveled to Seattle, Alaska, San Francisco, Portland, Los Angeles, and Wichita to assist in execution.

**Inventory Control Specialist II**

Tolt Service Group, April 2003 - September 2007

* Monitored call ticketing system for supply related problems.
* Scheduled and completed warehouse and fleet audits
* Ensured that field technicians maintained inventory levels required to meet usage needs.
* Processed Outsource/Warranties for Dell, IBM, HHP, Lexmark, and Bizerba.
* Performed daily inventory cycle count.
* Cross trained to assist bench engineer repairing equipment.
* Worked with Central Service Facility to source needed parts for the division
* Shipping and Receiving.

Accomplishments:

* Planned and Implemented New database transition at the Regional level in over a dozen locations.
* Created inventory storage standards that were adopted nationwide.
* Created many processes that have made workflow more efficient in the Tolt Northwest Regional office, many that have been adopted by other regions.
* Trained new Inventory Control Specialists in Boston, Tampa, Alaska, Texas, Florida, Boise, Chicago, Kansas City, and Los Angles
* Produced documentation for the parts material management database for training purposes.
* Created and analyzed reports to ensure that Regional Field Technicians carried inventory that was useful and relevant.
* Interviewed and hired new field technicians.
* Developed small application that parsed raw data from @Roads reports into usable information for field managers.
* Established processes and wrote documentation for workflow for inventory control specialist.
* Planned and implemented inventory for the Seattle sub-depot.

Education

Portland Community College, 2000-2003

Information Technology Systems

*Professional references available upon request.*