**April O'Grady**

**AO**

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"If you think it can't be done, give it to April, and she will prove you wrong."

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| **OBJECTIVE:** | Use my skills and experience as an inventory analyst and manager to optimize company inventory control |
| **SUMMARY:** | Inventory management and service professional with 22 years of experience |
| **EXPERIENCE:** |  |
| 2006- 2013 | **INVENTORY ANALYST - PROFESSIONAL HOSPITAL SUPPLY**   * Resolved all inbound shipping discrepancies, and obtained credits and/or re-shipments. * Negotiated return of non-moving inventory and reduction of restocking fees with vendors. * Managed, maintained, tracked, and accounted for company inventory in five states * Eliminated over $100,000 in losses from open debit memos by creating and implementing new procedures and improving department accountability * Eliminated a $10,000 annual loss in dead inventory by creating and implementing new procedures |
| 2005-2006 | **ACTIVITY DIRECTOR - MEADOWBROOK RETIREMENT**   * Planning, budgeting, and managing care and activities of home residents to ensure the best care possible and to comply with state requirements * Increased resident and family participation from 2% and 5% to 98% and 100% respectively |
| 2001-2004 | **HOME HEALTH PROFESSIONAL - RAMONA SUPPORT SERVICES**   * Provide personal home care for people suffering from serious physical and emotional disorders * Provided care for the most difficult patients, those that regular providers refused to see |
| 1999-2001 | **EXPEDITER/JR. PLANNER - EXOTIC & LASER POWER OPTICS**   * Plan, coordinate, track, document, and troubleshoot multiple manufacturing processes. * Eliminated six-month backlog of work in three months * Restored production schedule by coordinating between production and engineering to streamline procedures and paperwork |
| 1998-1999 | **ASSEMBLER - DEUTSCH**   * Assembled and inspected electrical components |
| 1997-1998 | **ZIMMER**   * Machine operator * Developed specialized jig for drill machine and promoted to machine set up |

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| **EXPERIENCE (CONTINUED):** | | |
| 1997 - 1999 | **ASSISTANT - THE TRACER MAN, INC.**   * Warehouse organization, supplies loading, inventory, purchasing and research * Improved company efficiency by developing new warehouse organizational scheme and staging areas for repairs | |
| 1990-1991 | **MAIL PROCESSOR/WAREHOUSE WORKER - STARCREST OF CALIFORNIA**   * Customer service, mail order processing, and encoding of checks * Warehouse inventory control and management | |
| 1989-1991 | **SECRETARY - CONTROLLED BLASTING, INC**   * Payroll, typing, phones, filing | |
| 1986-1988 | **ASSISTANT DIRECTOR - CONTEMPORARY HEALTH**   * Administrative duties including inventory management, marketing set up, and business negotiations * Resurrected a failing company and sold it for a profit. | |
| **EDUCATION**  **AND TRAINING:** | **AA(Business) -**  **University of Phoenix (Arizona)**  **State Certified Nursing Assistant, State Certified Home Health Aide - San Jacinto College**  **Certificate of Production and Inventory Management - University of California, Riverside** | |
| **COMPUTER**  **SKILLS:** | Proficient in the following programs: | |
| * AccuTerm * ProComm * Abba Soft (MRRP) * Reflections * WMS * Microsoft Outlook * Microsoft Word | * Access * Excel * Word Perfect Office 12 * Corel * Power Ship * American Greetings |