

# Adam Vang

Westminster, CO 80023

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Over 7 years of experience in the supply chain industry. Searching for an opportunity that enables me to use my experience, skills, and knowledge towards a positive and growing company.

## Work Experience

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### **Shipping & Receiving Admin**

Micro Precision Calibration Inc. - Westminster, CO

December 2020 to January 2024

- Apply product knowledge, supply chain logistics, and quality findings to improve customer relationship through Salesforce CRM Tool
- Utilize Salesforce to procure activities in conjunction that allow deliveries, delays, and reassignments to be performed with minimal to no impact to clients
- Manage Calibration Management System (CMS) to input precise data logging, QR code labeling, and crucial documentation
- Independently managed administrative duties with other departments
- Maintain client relation whilst ensuring productivity and monthly sales goals
- Account set up for vendors and preparing pricing paperwork as needed
- Directly involved in the shipping and laboratory exposure through climate control handling
- Inventory and equipment management
- Courier services throughout all of Colorado

### **Dock Worker/Forklift Operator**

Old Dominion Freight Line - Commerce City, CO

August 2020 to December 2020

- Load and unload freight on trailers
- Routinely monitored cargo locations throughout the warehouse utilizing the Dock Yard Management System.
- Follow safety and compliance guidelines
- Support business impact by adhering to deadlines by managing workload in a timely manner

### **Warehouse Lead**

Krayden Inc. - Westminster, CO

July 2016 to July 2020

- Provide coaching, on the job training and working direction to warehouse personnel
- Resolved and served as a resource to warehouse personnel when dealing with difficult situations and transactions
- Scheduled staff to ensure departments are optimally staffed, initiate disciplinary action as necessary, and assess productivity
- Utilized Distribution One - ERP Software for inventory management and quality assurance
- Establish, maintain, and improve the accuracy of all control records

- Receiving and shipping of hazardous materials, small parcels, & LTL freight
- Offsite traveling to collaborate with other warehouse departments

### **Sales Consultant**

Best Buy - Northglenn, CO  
July 2015 to July 2016

- Presented accurate and current product knowledge to customers.
- Developed customer relation using a Customer Recommendation Worksheet (CRW) amongst other selling practices.
- Displayed merchandise neatly, and ensured products were functional.
- Handled OMS (Order Management System) correctly to ensure delivery dates and stock availability.

## Education

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### **High School Diploma**

Horizon High School - Thornton, CO  
June 2014

## Skills

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- Project organization
- Problem solving
- Quality assurance
- Self-sufficient
- Adept & capable
- Route planning
- Delegation
- Data entry
- Customer, & warehouse experience
- Cultural sensitivity
- Quality Control
- Calibration
- Laboratory Management
- Customer Relationship Management
- ERP Systems
- Supply Chain
- Relationship Management
- Content Management Systems
- Order Management System
- CRM Software
- Process Improvement
- Laboratory Experience

- Computer Networking
- Freight Experience
- Salesforce
- Shipping & Receiving

## Certifications and Licenses

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**IATA Certification**

**Forklift Certification**

**49 CFR DOT**