

Cindy Gage

Professional Summary

Passionate, dynamic, and innovative professional with strong analytical skills, possessing remarkable project management, communication and planning abilities. Results-driven leader and highly accomplished in consultative and interpersonal skills, with ability to build and maintain productive relationships. Strength in boosting co-worker and team morale.

Experience

J.M. Smucker Co.

Storeroom Leader

October 2018 -Present

- Purchase and oversee inventory stocking and availability
- Team lead in overseeing clerks in day to day operations
- Planned and implemented initial inventory and equipment for new storeroom
- Developed and documented standard operating procedures
- Receiving shipments, reconciling purchase orders and invoices
- Implement inventory strategies to improve processes and systems
- Reduced worker accidents by implementing safety standards and monitoring procedures
- Collaborate with technicians to locate and add parts into inventory
- Perform cycle counts and deliver inventory control and accuracy
- Negotiate with suppliers to resolve issues quickly and efficiently
- Initiate warranty and repair shipments

Septodont Inc

Purchasing and Logistics

July 2009 – October 2018

- Coordinated logistics for \$24 million in operations per year
- Procured materials for manufacturing site and special projects
- Mapped and implemented a new MRP System
- Reviewed MRP system for weekly scheduling requirements
- Maintained consistent communication with suppliers to confirm and track orders and verify price revisions
- Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability
- Employed expert inventory management and oversight skills to formulate business metrics and meet corporate goals
- Recommended metrics for product availability, costs and delivery to advance business objectives

Gage Electrical Contracting, Inc

Office Manager

May 1994 – July 2009

- Negotiated and finalized contracts, project scheduling
- Managed accounts receivables and payables, employee payroll
- Obtained permits for City, County and State Jurisdictions

JC Keepsake Diamonds

Store Manager

April 2004 – July 2007

- Designed employee motivation strategies and contests
- Managed strict inventory procedures and cycle counts
- Developed marketing for store promotions and local advertising
- Consistently exceeded store sales goals

Contact Information

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Skills

- Purchasing / Inventory management
- Vendor Management
- Team Leadership
- Strong Work Ethic
- Excellent verbal/written communication
- Customer-oriented
- Process improvement expertise
- Ability to analyze data and make recommendations
- ERP Experience: Oracle, Syteline AX, Timberline
- Microsoft Office Suite: Outlook, Excel, Word, PowerPoint

Education / Certifications

- Mid-Plains Community College, North Platte, NE
Dental Assisting Diploma
- Diamond Council of America
Diamond Certified

Accomplishments

- Professional Wildlife Artist – National & International