

# David McNeill

Fort Collins, CO 80528

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- 20 years of experience in purchasing, inventory management and supplier relations.
- Successfully worked on and supervised shipping and receiving functions.
- Selected and trained new employees.
- Familiar with most Windows based software including Excel and Word, as well as Netsuite ERP.
- Excellent communication skills (written and verbal).
- Arranged LTL transportation for domestic and international shipments.

## Work Experience

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### **Purchasing and Inventory Manager**

Sierra Sage

April 2018 to Present

- Purchasing, including raw materials and outsourcing production of finished goods.
- Selected, purchased, and evaluated the quality of packaging used in the warehouse.
- Managing relationships with vendors.
- Selecting and setting up new vendors, negotiating pricing.
- Coordinating quality testing to FDA standards at third party laboratories.
- Issuing purchase orders in alignment with stock and budget needs.
- Managing timelines for purchases to ensure production can be done to meet timeline expectations.
- Managing freight, including shipping timelines and pricing.

### **Inventory Coordinator**

Empirical Labs

March 2010 to April 2018

- Shipping duties, including developing new supply chains, managing online order fulfillment, etc. Coordinated with UPS and various LTL carriers.
- Supervised receiving dept., reset physical layout, product flow and paper flow for greater efficiency.
- Worked with and improved physical inventory/cycle counting system, and managed annual physical inventory.
- Coordinated fork truck maintenance, and trained employees on fork truck operation.

### **Stock Coordinator**

Pottery Barn - Henderson, NV

May 2005 to April 2008

- Interviewed, selected, and trained new associates.
- Addressed customer complaints related to product and delivery.
- Developed training manuals and checklists to improve productivity and quality.
- Scheduled an 8-15 person crew, coordinating breaks, vacations, etc.
- Received inbound trucks, shipped out via UPS.

## **Inventory Clerk**

Home Depot - Henderson, NV

January 2003 to May 2005

- Packaged and labeled outbound UPS merchandise.
- Conducted regular cycle counts.
- Repackaged and entered customer returns into inventory.
- Shift Supervisor

## Education

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### **B.S. in History**

Cumberland College

### **MS in History of the American West**

University of Nevada - Las Vegas, Nevada, US

## Skills

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- Supply Chain
- Purchasing
- Shipping & Receiving
- Logistics
- Warehouse Management
- Procurement
- ERP Systems
- Microsoft Office