

DJUAN PLUNKETT

Dayton, OH 45424

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To secure a challenging position with a reputable organization to utilize my leadership experience developed in the military, excellent interpersonal relations, and superior project coordination skills. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Work Experience

Inventory Control Associate

Crocs - Dayton, OH

August 2021 to February 2023

- Perform counts and ensure all inventory is accounted for and reported according to company policy.
 - Maintain adequate inventory levels to meet customer demand.
 - Investigate and correct discrepancies in reported quantities and locations of all inventory.
 - Assess inventory output on a daily, weekly, or monthly basis to identify trends in productivity.
 - Ensure cycle counts of product inventories are on track to the quarterly goal.
 - Adjust out defective/damage products as discovered.
 - Coordinate with customer service and investigate any trends regarding customer complaints.
 - Check date sensitive products for expiration and facilitate removal or transfer of product as needed.
- Perform process system testing and track performance by area to locate and solve problems in date integrity, productivity, and efficiency.

Part Inventory Specialist

CarMax - Dayton, OH

August 2018 to December 2020

- Receive parts and inspect for quality and accuracy.
- Maintain accurate accounting record for purchased maintain a network of second source suppliers
- Stocked items counted and organized inventory
- Unloading delivery trucks with forklift and pallet jack
- Ordered parts as requested by mechanics & managers of the Repair Department.
- Prepare attracting hiring packages and communicate with selected applicants to offer employment.

Sales Service Representative

Cintas - Dayton, OH

January 2018 to August 2018

- Traveled established route developing and maintaining relationships with customers.
- Replacing used and/or outdated products.
- Servicing any equipment that requires periodic maintenance and helping identify additional products and/or services that will further benefit customer.

Inventory Clerk/Vend Tech

Dr. Pepper Snapple Group - Dayton, OH
October 2016 to January 2018

- Full inventory of all products once a week to audit guidelines.
- Invoice customers and handle questions and issues
- Submit request for materials, prepare purchase orders, track purchases and supplies,
- Schedule incoming and outgoing shipments both intercompany and external suppliers
- Create STO's for pallets and shells back to production.
- Walk warehouse daily to check for missing signage and assign slotting,
- Work with Sales Ops team to review slotting for maximum efficiencies.
- Date code reporting weekly
- Manage damage and returned product.
- POS management in both soft and glides and racks keeping areas clean and organized.

Paralegal (27 Delta)/

United States Army - Columbus, OH
September 2006 to September 2017

- JAG shop supervisor
- Legal terminology and research techniques preparing legal documents and high-speed transcriptions
Knowledge in Army judicial process
- Researched court decisions and Army regulations
- Processed legal claims, appeals, and prepared records of hearings, investigations, court martials and courts of inquiry.
- I obtained a Security Clearance through the U.S Army as part of my legal Specialist position

Education

High School Diploma

Von Steuben Metro Science High School - Chicago, IL, US
August 2001 to June 2005

Skills

- Team leadership
- Inventory Management
- Warehouse Management
- Excellent communication skills
- Reporting and Analysis
- Strong attention to detail

Certifications and Licenses

Driver's License

Secret Clearance