

# Donald Edwards

Oxford, MS 38655

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+16628164762

Friendly and engaging leader and team player inspire workers to perform to their upmost ability. Detailed oriented and experienced in most phases of retail and inventory management and construction.

## Work Experience

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### **Inventory Control Specialist**

MAHAR TOOL SUPPLY - Water Valley, MS

January 2014 to Present

- Train, recruit and coach new staff members on customer service and inventory management
- Perform cycle counts and reconcile results.
- Cover for Site Manager in their absence.
- Restock off site vending machines.
- Monitor stock levels and adjust accordingly to usage.
- Set up and Source parts for the Stockroom inventory.
- In charge of getting parts repaired.

### **Rental Property Manager**

EDWARD's rental property - Oxford, MS

January 1990 to Present

- Repair rental property, including carpentry, painting, plumbing and electrical repair
- Rental collection
- Lease contract

### **Issuer /receiver**

IDG - Water Valley, MS

March 2004 to December 2013

- Train new staff on policy and procedures
- Perform Cycle count and reconcile findings.
- Receive and issue non-production parts.
- Manage receive BorgWarner Nonproduction parts.
- Organize parts in tool crib.

### **Cycle Counter/Receiving Dept**

BorgWarner - Water Valley, MS

October 2000 to March 2004

- Cycle count production parts
- Receive in production parts
- Enter receipt into AS400
- Restock assembly lines

## **Store Manager**

GH Bass & Co - Batesville, MS

May 1995 to September 1999

- Train, recruit, hire and coach staff members on customer service and inventory.
- Set sales, used plan-o-gram for store sets.
- Inventory management had .097 shrinkage rate Out of company goal 1.50.
- Managed 1.5 million a year store.

## Education

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### **BACHELOR OF BUSINESS in GENERAL BUSINESS**

UNIVERSITY OF MISSISSIPPI

December 1987

## Skills

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- OSHA 10 Hours certified
- Proficient with POS systems
- Forklift certified
- Excellent interpersonal and communication skills
- Accounting & Budgeting
- Organizational skills
- Retail Management
- Property Management
- Carpentry
- Inventory Control
- Plumbing
- Merchandising
- Planograms
- Materials Handling
- Construction painting
- Property management
- Construction
- Microsoft Office
- Library services
- Communication skills
- Customer service
- Computer skills
- Guest services
- Store management
- Purchasing

- Cash register
- Marketing
- Supervising experience
- Sales
- POS
- Computer literacy
- Microsoft Excel
- Analysis skills
- Inventory control
- Procurement

## Certifications and Licenses

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### **OSHA 10**

### **Forklift Certification**

### **Driver's License**

November 2017 to October 2025