

GINA CORDOVA

Denver, CO 80031

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PROFESSIONAL SUMMARY

Seasoned Buyer bringing in-depth retail and professional experience in diverse environments. First-rate planner, manager and communicator highly trained in purchasing and supply chain management. Proficient in managing purchasing needs in high-volume retail operations. Skilled research and forecasting abilities with strengths in communication and key relationship management.

SKILLS

Purchase Order Management

Relationship Building

Multi-tasking strength

Materials sourcing

Supplier Relationship Management

Inventory Monitoring

Demand forecasting

WORK HISTORY

04/2016 to 03/2024 **Fathom MFG** - 7 yrs 11 mos

Buyer - 7770 Washington St

- Collaborated with internal departments to better understand needs and determine purchasing requirements.
- Reduced procurement costs through strategic sourcing, competitive bidding, and effective negotiations.
- Maintained complete documentation and records of all purchasing activities.
- Communicated with vendors regarding inventory needs and negotiated prices to maintain profit margins.
- Developed strong relationships with suppliers to secure favorable pricing terms and conditions for the company's benefit.

04/2016 to 03/2024 Receiving Lead - 7770 Washington St

- Trained new team members on company procedures, ensuring quick integration and productivity.
- Led a team of receivers, delegating tasks effectively to maintain smooth operations and meet deadlines.
- Resolved discrepancies in shipment deliveries, maintaining accurate records and preventing errors.
- Enhanced warehouse efficiency by implementing new receiving processes and procedures.
- Managed the scheduling of incoming shipments, optimizing workflow and maintaining a balanced workload for staff members.
- Improved warehouse organization by redesigning storage layout for optimal space

utilization.

- Developed performance metrics for employees in the receiving department and provided regular feedback based on these evaluations.
- Streamlined inventory management for improved accuracy and reduced product loss.

04/2016 to 03/2024 Allocation Analyst - 7770 Washington St

- Developed action plans to help minimize overall company risk.
- Utilized Excel and E2systems to check inventory levels and determine if there was sufficient merchandise to drive sales.
- Researched latest market trends and key business metrics to identify best-fit products for organization.

04/2016 to 03/2024 Labeler - 7770 Washington St

- Enhanced production efficiency by organizing labeling materials and maintaining a clean working environment.
- Improved label accuracy by meticulously checking product information and ensuring alignment with company guidelines.
- Increased customer satisfaction by accurately placing labels according to specific client requests and requirements.
- Contributed to overall team success by meeting or exceeding individual quotas for completed labeled products daily.
- Collaborated with team members to achieve daily labeling goals and maintain high productivity levels.
- Continuously sought opportunities to expand skillset and knowledge base in order to contribute more effectively to overall team success.

05/2015 to 04/2016 **Mile High Workshop** - 0 yrs 11 mos

Seamstress - Denver, CO

- Altered and hemmed a variety of products ranging from clothes, bags, and garments to create custom items for each customer.
- Demonstrated flexibility by adapting to various sewing tasks, including garment repairs, alterations, or custom clothing creation.
- Enhanced customer satisfaction by providing timely and precise sewing services for various types of garments.
- Maintained clean and organized work area and verified safe and proper equipment functionality to reduce downtime.
- Measured and cut fabric for garment construction according to customer specifications.
- Developed strong relationships with clients through excellent customer service skills and attention to detail in every project undertaken.

02/2008 to 01/2015 **Correctional Industries** - 6 yrs 11 mos

Seamstress - Denver, CO

- Demonstrated flexibility by adapting to various sewing tasks, including garment repairs, alterations, or custom clothing creation.

- Altered and hemmed shirts and pants to create custom-fitted styles.
- Enhanced customer satisfaction by providing timely and precise sewing services for various types of garments.
- Maintained clean and organized work area and verified safe and proper equipment functionality to reduce downtime.
- Measured and cut fabric for garment construction according to customer specifications.

02/2008 to 01/2015 Cutting Table Operator - Denver, CO

- Streamlined production process for faster output by optimizing cutting patterns and reducing material waste.
- Maximized material usage, minimizing scrap waste through precise calculations and efficient layouts.
- Reduced downtime by performing preventative maintenance on cutting table machinery routinely.
- Ensured timely completion of projects by managing cutting schedules effectively, prioritizing tasks based on deadlines.
- Maintained high-quality standards by conducting regular quality checks on finished pieces, ensuring compliance with client requirements.

EDUCATION

03/2015 **Certified Addiction Counseling I**
Denver Behavioral Health - Denver, CO

01/1993 **GED**
Front Range Community College - Westminster, CO

CERTIFICATIONS

- Certified Auditor, Cavendish Scott ISO 9100-2015 (2019-2024)