

Gino Valencia

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PROFESSIONAL SUMMARY

Detail-oriented and process-driven **Supply Chain Coordinator** with expertise in inventory management, procurement, and logistics. Proven ability to optimize ERP systems (Trax, Infor) and streamline purchasing processes to maintain efficiency and cost-effectiveness. Adept at vendor negotiations, inventory forecasting, and process improvement. Bilingual in English and Spanish, with strong analytical and problem-solving skills. Dedicated to operational excellence and continuous improvement in supply chain functions.

CORE QUALIFICATIONS

- Procurement & Vendor Management
 - Demand Planning & Forecasting
 - Logistics & Distribution
 - Inventory Control & Optimization
 - ERP Systems: Trax, Infor
 - Shipping Systems: UPS, FedEx, DHL
 - Data Analysis & Reporting
 - Compliance & Process Improvement
 - Microsoft Office Suite (Word, Excel, PowerPoint)
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PROFESSIONAL EXPERIENCE

Supply Chain Coordinator

MSHS.com – Remote, CO | March 2024 – January 2025

- Managed daily procurement operations, ensuring inventory met safety stock levels while minimizing excess.
- Conducted data analysis using Domo Reports and Excel to optimize purchasing strategies.
- Led vendor negotiations, reducing procurement costs and enhancing supplier relationships.
- Maintained ERP system accuracy by updating costs, sales prices, and purchase order documentation.
- Collaborated cross-functionally with the purchasing department to ensure timely order fulfillment.

- Monitored supplier due dates and followed up with Shipping & Receiving on past-due purchase orders.

Inventory Coordinator

MSHS.com – Fort Lauderdale, FL | September 2022 – February 2024

- Conducted nationwide inventory audits, increasing accuracy and compliance.
- Performed daily cycle counts and maintained key performance indicators (KPIs) for inventory compliance.
- Processed inventory adjustments and ensured accurate ERP updates across all warehouse locations.
- Led mass inventory transfers between facilities, ensuring seamless tracking and accuracy.
- Implemented and improved labeling and storage system, reducing retrieval times and errors.

Health Safety Environment Coordinator

MSHS.com – Fort Lauderdale, FL | August 2021 – August 2022

- Conducted facility inspections, ensuring compliance with safety regulations and protocols.
- Investigated workplace incidents, identifying root causes and implementing corrective actions.
- Trained and certified employees on forklift and crane operation across multiple locations.
- Developed and executed emergency response plans, enhancing employee preparedness.

Shipping & Receiving Clerk

MSHS.com – Fort Lauderdale, FL | June 2008 – July 2021

- Managed shipping and receiving operations, processing domestic and international shipments.
- Ensured all incoming stock was accurately recorded in ERP systems and stored properly.
- Coordinated order picking, packing, and outbound shipments, meeting strict delivery deadlines.
- Conducted wall-to-wall physical inventories, enhancing stock accuracy and accountability.

LANGUAGES

- English (Fluent)
- Spanish (Fluent)

ADDITIONAL INFORMATION

- Strong logical reasoning and problem-solving skills.
- Ability to work independently and collaboratively in fast-paced environments.
- Passionate about continuous improvement and operational efficiency.