

Gregory VanDyke

Fort Collins, CO 80526

gregvandyke6_boz@indeedemail.com

+1 970 219 2131

Authorized to work in the US for any employer

Work Experience

Purchasing Agent

Orthopaedic & Spine Center of the Rockies

January 2022 to Present

- Purchase and Maintain Inventory based on Par Levels
- Purchase Medication for Pre-OP, OR, and Post-OP medication stockrooms
- Maintain Stock Par levels and Expiration Dates
- Receive and Stock Materials for Pre-Op, OR, and Post-Op stockrooms
- Communicate with Vendors on ETAs, Backorders, re-stocks, substitute items, Pricing
- Communicate with operations on ETAs, Backorders, re-stocks, substitute items
- Data Entry and Communication for/with Billing Department

Production Buyer

Noosa Yoghurt

July 2019 to January 2023

- Purchasing and Maintaining Raw Material and Packaging inventory levels
- Meet with key vendors on forecasts (monthly), vendor inventory (weekly), and any upcoming increases on usage
- Communication with Vendors to ensure timely delivery
- Assisting Project Mgmt and Managing in packaging changeover with Planning, Inventory, and Warehouse
- Procedure and WMS Training for Receiving
- Planning Production for Co-Manufacturers
- Present Risk and Cost for Item Changes

Inventory Control Coordinator

Noosa Yoghurt

November 2016 to June 2019

- Daily meetings with VP of Ops on Best By Dates, Inventory levels, and any risks
- Managing and Reconciling Inventory
- Conducting Monthly cycle counts
- Communicating with other departments on any inventory related information (levels, risks, issues within WMS)
- WMS Training for Shipping, Production, and Receiving
- Daily Finished Good counts and reconciliation
- Notifying Warehouse Operators on items close to Best By Date

Warehouse Operator

Noosa Yoghurt

December 2015 to November 2016

- Forklift Operation for receiving and material handling
- Maintaining FEFO/FIFO of finished goods and raw material
- Accurately and Timely Picking for Delivery and Material Usage
- Checking paperwork accuracy and Receiving Items
- WMS use (Receiving)
- Assist Inventory in cycle counts for accurate Inventory Mgmt

Driver/Mover

Two Men and a Truck® - Loveland, CO

September 2015 to December 2015

Responsibilities

- Safely and Securely move customers personally belongings from one location to the next
- Interact with customers to insure they have an enjoyable experience
- Lead a crew of movers in order to get the move done quickly and efficiently
- Keep inventory of all equipment on trucks
- Maintain a clean work space

Shipping/Receiving Clerk, Inventory, Warehouse

Regal Air Inc - Fort Collins, CO

December 2013 to September 2015

Fort Collins, CO USA

Shipping, Warehouse

- Organize merchandise based on requirements such as part number, sales history, condition, etc.
- Communicate with customers and coworkers via phone and email
- Pack merchandise securely and quickly
- Ship packages using many different shipping methods
- Ship packages both domestic and international
- Operate a forklift in an efficient and safe manner
- Organize storage bins and crates to make merchandise easily retrievable.

Dockhand/Inside Spotter

Rich Curtis Spotting Service LLC - Fort Collins, CO

July 2010 to October 2013

Worked with team to provide set ups for over-the-road (OTR) trailers, so that loading was done in a timely manner

- Ensuring the trailer, through Warehousing Managing System program (WMS), using computerized handheld unit, was properly prepared for loading by setting up bulkheads to their proper depths
- Utilized hand-held and desk based computers to access work requirements; Computer knowledge
- Interactions with loading Supervisors and OTR drivers to provide customer service, and guidance
- Assisted glass unloading, through assisted handheld unit

Education

High School Diploma

Fort Collins High School - Fort Collins, CO
2007 to 2010

Skills

- Moving Experience (Less than 1 year)
- Purchasing (4 years)
- ERP Systems (3 years)
- Supply Chain (4 years)
- MRP (3 years)
- Load & Unload
- Inventory Control (6 years)
- Warehouse Experience (7 years)
- Microsoft Word (9 years)
- Order Picking (3 years)
- Communication skills (5 years)
- Shipping & receiving (6 years)
- Microsoft Office (9 years)
- Forklift (3 years)
- Stocking (4 years)
- Microsoft Excel (5 years)
- Computer skills

Certifications and Licenses

Driver's License