

Contact

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Top Skills

Coaching
Data Analytics
Database Management

Languages

English

Jennifer Woodley

Logistics Specialist at Cordant Health Solutions
Denver, Colorado, United States

Summary

One of my earliest memories involves a high school classroom and finger paints. My mother was a high school Speech and Debate coach who's students provide entertainment for me when they weren't competing.

This scene illustrates the themes that continue to drive me today.

Working in the corporate retail field has given me the education of building my technical expertise and becoming a thorough data miner. My experience in coaching Speech and Debate has been an invaluable for growing my communication skills while collaborating with the students.

Being able to organize your thoughts and articulate your assessment in a concise manner is a honed skill that I'm working to master and enjoy developing in others.

I enjoy stimulating both sides of my brain by figuring out how to solve problems in a creative manner.

Specialties: communication, collaboration, analysis, efficiency and creativity.

Experience

Cordant Health Solutions
Logistics Specialist
August 2020 - March 2024 (3 years 8 months)
Denver, Colorado, United States

Supporting sales team to address and resolve courier issues to efficiently transport samples from our customers to the laboratory for testing. Create, approve and fulfill purchase orders in NetSuite for supplies needed for field

employees and our distributors to facilitate daily business functions. Provide administrative assistance for the Billing department.

Heritage High School

Assistant Speech and Debate Coach

August 2019 - June 2021 (1 year 11 months)

Littleton, Colorado, United States

Preparing students for competition with assistance in topical research, developing new ideas and improving communication skills

Smith & Nephew

Field Logistics Specialist-Lot Control, Midwest & West Regions

March 2017 - June 2020 (3 years 4 months)

Centennial, CO

Managing open orders in SAP and identifying any inaccuracies submitted by sales representatives.

Researching items and lot/batch control numbers to ensure accurate inventory levels followed by systemic transfers to release orders for invoicing.

Developed a universal template used to merge reports and increase productivity as well as SOP creation and implementation.

Kent Denver School

Assistant Speech and Debate Coach

August 2011 - June 2019 (7 years 11 months)

Englewood, Colorado

Coach high school aged students on public speaking, acting and communication skills to compete at local or national level Speech and Debate Tournaments.

Corr Jensen

Shipping and Inventory Coordinator

October 2016 - January 2017 (4 months)

Denver, CO

Requesting shipments for customer purchase orders from Denver warehouse, transferring inventory from offsite warehouses and managing inventory at manufacturers locations across the United States. Arranging freight pick up, deliveries and returns from customers.

Safeway

Procurement Department Specialist

August 2016 - October 2016 (3 months)

Denver, Colorado

Supporting 4 buyers for meat and deli fresh/frozen departments for 130+ Safeway and Albertans stores. Identifying distressed product, inside sales to stores and created purchase orders based on advertisement demand

Sports Authority

4 years 1 month

Ecommerce Fulfillment Analyst

February 2016 - July 2016 (6 months)

Englewood, Colorado

Created regular reports regarding customer order cancellations, ship from store orders and drop ship orders. Focused on improvement of reporting efficiency and database management. Generate monthly receipt forecast for eBay warehouse management's staff planning.

Logistics Analyst

June 2013 - February 2016 (2 years 9 months)

Englewood, Colorado

Managed daily distribution centers operational reports and maintained accuracy with monthly financials
Conducted testing for store designated quantity and prepack shipping methods with new or existing vendors

Logistics Specialist

July 2012 - June 2013 (1 year)

Englewood, Colorado

Reviewed purchase orders, causation of charge backs the vendor incurred and monthly progress reports. Developed reporting to improve merchandise flow and lower operating costs at the distribution centers

Sports Authority

3 years 2 months

Advertising Analyst

November 2009 - April 2010 (6 months)

Englewood, Colorado

Analyzing in stock percentages of advertized inventory to cover projected sales. Advised outdoor merchant departments to replenish or revised advertised items.

Data Integrity Clerk

March 2007 - November 2009 (2 years 9 months)

Englewood, Colorado

Managing inventory database, purchase order entry and correction. Provided support to merchant group and Planning, Allocations and Replenishment teams.

Colorado State University

Receptionist

March 2005 - December 2006 (1 year 10 months)

Fort Collins, Colorado

Answering multi-line telephones, creating client paperwork and collecting check-out and check-in fees at the Colorado State University Veterinary Medical Center.

Worked part time while full-time student

Eternal Documents

Scanner

February 2004 - June 2004 (5 months)

Littleton, Colorado

Prepared and scanned documents for imaging company. Created databases on CD-ROM for clients.

McKenzie Scott Partners, Inc.

Customer Service Technician

August 2003 - February 2004 (7 months)

Denver, Colorado

Conducted research for executive search firm. Created pre-consulting materials for all clients nationwide

Education

Colorado State University

Fine and Studio Arts · (2004 - 2006)