

Jeremy Jenkins-Jones

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Authorized to work in the US for any employer

Work Experience

Lead Material Handler I

Probi USA, Inc.-Lafayette, CO

March 2023 to June 2023

- Prepare and issue raw materials to the production team per daily production schedule while actively providing support for any material requests throughout the day.
- Perform ongoing warehouse and stockroom maintenance using FIFO practices for all live organisms and raw materials.
- Ensure inventory accuracy of raw goods and packaging through weekly and monthly cycle counts.
- Receive and enter incoming materials into ERP system (Business Central), review and confirm any COA information and communicate with the Quality Assurance team any deviations.
- Quarantine all new raw materials until released by the QA team.
- Stock released materials in appropriate locations via forklift/pallet jack.
- Attend daily Operations meetings to discuss each department's goals for the day and any information that needs to be relayed to each department or any changes made to production.

Shipping and Warehouse Supervisor

Modular Robotics-Boulder, CO

November 2022 to January 2023

- Oversaw daily operations and shipping and receiving processes.
- Maintained individual par levels for each kitted educational and recreational robotic cube set.
- Worked with engineers to ensure all necessary components needed for testing are readily available.
- Assisted Operations by communicating weekly with manufacturers and suppliers to ensure shipments of completed goods have all necessary customs paperwork and documentation.
- Kit and ship all online orders via USPS, FedEx, or UPS through Shipstation.
- Order and stock shipping supplies.
- Perform weekly cycle counts.

North America and Canada Logistics Coordinator

Bradshaw Taylor-Boulder, CO

August 2022 to December 2022

- Worked with 3PL warehouses located in the US and Canada to ensure all purchase orders have been received and entered into Business Central.
- Gathered and analyzed supplier, inventory, and distribution data to determine areas that are in need of improvement and to confer with the individual 3PL departments to ensure those areas of improvement are addressed and completed.
- Conferred with sales team members and production teams in Nepal and China to make any needed revisions to transportation and shipping to ensure that materials arrive within requirements.
- Review and confirm that all necessary customs documentation is accurate and any tariffs are annotated and sent to accounting. Prepare and ship any samples, catalogs, and supplies to each sales team member.

Outbound Logistics Coordinator

Sea to Summit-Boulder, CO

March 2019 to February 2020

In charge of weekly Key Account processing for example REI, LL Bean, Bass Pro, and Dicks Sporting Goods. Generating necessary ASN's through EDI or SPS then creating appropriate BOL's, picking/shipping labels while ensuring all orders were picked, packed and shipped within established Vendor Guidelines.

- Perform daily briefing with supervisors and warehouse team to ensure Key Accounts are prioritized accordingly each week and to advise the team of any changes to ship schedules.
- Coordinated with Purolator to expedite documentation and ensure timely delivery of weekly international Canadian shipments via LTL and FTL.
- Participated in monthly cycle counting for warehouse to ensure accountability of inventory.
- Work under intense pressure to meet shipping deadlines adhering to strict ship windows per each individual Key Account using various booking/routing portals.
- Coordinate with Shipping and Inventory Managers to ensure Key Account orders are picked and packed within ship windows.

Warehouse and Wholesale Account Manager

Hemp Health, LLC-Boulder, CO

February 2018 to March 2019

Ensure all incoming/out going purchase orders and their accompanying paperwork is processed in a timely manner.

- Maintain all paperwork and procedures relative to inventory control.
- Perform weekly and monthly inventory counts performing any reconciliation processes as needed.
- Managed existing and new wholesale accounts creating individual invoices as orders are placed.
- Packed and shipped all wholesale and online orders.

Assistant Logistics Coordinator

Evol Foods-Boulder, CO

January 2013 to December 2017

Gathered, logged, and monitored all inbound receiving data.

- Enter previous day's production data into QuickBooks to reflect actual inventory on hand.
- Process multiple shipments in excess of 20,000 lbs. daily.
- Prepared weekly and monthly reports using QuickBooks and Excel.
- Received all raw materials and products ensuring condition, quantities, and temperatures fall within USDA and FDA regulations.
- Trained warehouse employees on proper material handling, storage, and distribution.
- Unloaded cargo from trailers using forklifts, hand trucks, and pallet jacks.

Education

BA in Business Management

Richmond College of London - London

2000

Skills

- Detail-orientated and driven professional with strong problem solving skills and the management of daily office functions with the ability to motivate individuals to achieve organizational objectives.

- Ability to learn programs and systems rapidly
- High proficiency in all MS Office programs typing at 75+ WPM.
- Creative, resourceful, and flexible being able to adapt to changing environments
- Exceptional organization skills to keep track of multiple ongoing projects.
- DoD Experience
- Document Management
- FDA Regulations
- Logistics
- EDI
- Warehouse experience
- Forklift
- Time management
- Order fulfillment
- Data entry
- Shipping & receiving
- Supervising experience
- Kanban
- Microsoft Office
- Google Suite
- Warehouse management
- Forklift
- Order fulfillment
- Materials management
- EDI
- NetSuite
- ERP systems
- Manufacturing
- Warehouse experience
- Outdoor work
- Inventory control
- Heavy lifting
- Communication skills
- Shipping & receiving
- Basic math
- Organizational skills
- Supply chain management
- Warehouse management system

Military Service

Branch: United States Air Force

Service Country: United States

Rank: Senior Airman

April 2002 to July 2008

Certifications and Licenses

Kanban Certification

Present

Forklift Certification

May 2023 to May 2026

Sit Down Forklift/Stand Up Driver