

# Jessica Joy

Superior, CO 80027

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Inventory Control Specialist with experience completing daily cycle counts, updating logs and processing damaged goods. Self-directed, Bilingual fluency in Spanish. experienced using forklifts, pallet jacks and hand trucks Trained in palletizing and rotating perishables and working with vendors.

## Work Experience

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### **Inventory Control Specialist**

Carefree of Colorado - Broomfield, CO

February 2022 to Present

Investigated and resolved variances with inventory records.

Performed cycle counts on daily basis to immediately spot errors and apply remedies.

Received incoming goods, checked paperwork and reviewed merchandise for accuracy against documentation.

Entered information into system to update status reports.

### **Shift Lead/Inventory Specialist**

Wallgreens - Arvada, CO

November 2021 to February 2022

Trained employees with knowledge to serve customers and deliver exceptional experiences daily.

Oversaw cashiers' drawers and payment processing to keep store finances accurate and prevent losses.

Counted cash, made change and stored coupons to keep organized and balanced cash register drawer.

Managed schedules, accepted time off requests and maintained coverage for shifts.

Processed merchandise returns and exchanges for customers to refund payments, trade items and offer store credit.

Maintained weekly scan right policy to minimize loss from inaccurate pricing.

Performed scheduled inventory counts and supply audits.

### **Administrative Assistant**

Colorado Chiller Services - Denver, CO

October 2019 to January 2021

Tracked and submitted employee timesheets to prepare for payroll processing.

Organized both physical and digital files and updated reports to coordinate project materials.

Managed office duties, ordered materials, organized workspaces, answered emails and made phone calls.

Responded to client and vendor inquiries via email and telephone, providing updated and accurate information.

Processed financial documents, contracts, expense reports and invoices.

Oversaw invoicing and billing functions, achieving consistent and accurate payments.

Assisted with basic accounting functions by reconciling company credit card, petty cash and expense reports.

## **Inventory Control/Stock Replenisher**

Quest Diagnostics - Denver, CO

December 2016 to October 2019

Located missing or mislabeled products, researched paperwork discrepancies and updated computer database.

Followed proper stock rotation procedures to minimize obsolescence and remove out of date items from Lab.

Received incoming product deliveries and relocated to storage shelves, coolers, or bins.

Reordered stock to replenish inventory without interruption to production

Tracked inventory and conducted cycle counts to maintain accurate records.

## **Education**

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### **High School**

La Chorrera, Provincia de Panamá Oeste

April 1986 to December 1989

## **Skills**

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- Inventory replenishment Stockroom procedures  
Inventory tracking Storage planning  
Mentoring and training
- Order Picker
- Load & Unload
- Materials Handling
- Shift Management
- Shipping & Receiving
- Order Picking
- SAP
- Forklift
- Administrative Experience
- Warehouse Experience
- RF Scanner
- Pallet Jack
- Logistics
- Pricing
- Packaging
- Manufacturing
- ERP Systems
- Merchandising
- Microsoft Office
- Laboratory Experience
- Quality Assurance

- Warehouse Supervisor Experience
- Purchasing
- Warehouse Management

## Languages

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- Spanish - Fluent