

Jordan Harlan

Prepared to be excellent at any task.

Lafayette, CO 80026

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Supervisor of Materials

Wheels Up - Broomfield County, CO

June 2023 to Present

- Manage daily operations of the parts department.
- Issue, approve, and review all purchase orders for part procurement.
- Conduct mid year team evaluations.
- Manage part procurement for three aircraft hangars servicing 9 jets at a time.

Aircraft Parts Coordinator/Core and Repairable Specialist

Wheels Up - Broomfield, CO

April 2023 to June 2023

- Order aircraft parts and handle receiving them in.
- Shipped needs parts to aircraft at outstation service locations.
- Process inventory counts on all parts through cycle counts.
- Determine part repair vendors and core donate shipping and receiving of repair parts.
- Work with technicians to source alternate parts.
- Label, check, and manage hazmat materials lockers.

Lead Shipping Clerk

Spectrum Industrial Products - Logan, UT

August 2021 to March 2023

- Helped company reach over 60% monthly revenue growth six times.
- Lead 49CFR hazmat training for three employees.
- Directed team of 6 people on a monthly to biweekly basis in production of Mopit deodorizer chemical.
- Work closely with Production Management to develop better packaging and preparation strategies to promote loss prevention.
- Implemented shipping procedure for new Mopit Max floor scrubber model.
- Manage shipping and receiving of six Mopit Models, parts, and supplies.
- Manage inventory and production of parts and supplies for 8 Mopit Models.
- Operate forklifts for management and movement of products and supplies.
- Earned a \$2.25 an hour raise after four months of employment.
- Earned an additional \$2.00 an hour raise after 14 months of employment.

Shipping/Receiving Manager

Americord - Logan, UT

October 2018 to August 2021

- Have proficient understanding of SAP inventory system.
- Handle the packing, organization, and shipping on all orders of power cords and bulk wire.

- Manage inventory counts and input new stock into inventory
- Work closely with customers to arrange shipment of product through ground transportation, less-than-truckload freight shipments, and truckload freight options.
- Operate forklift and box truck.
- Manage production team of 8 people in Production Managers absence.
- Have proficient typing and computer skills to operate inventory programs, online shipping websites, email, and interdepartmental communication.

Front Desk Clerk

Advance Auto Parts - Logan, UT
September 2017 to October 2018

- Effectively communicated with customers over-the-phone and in person to source and order automotive parts and accessories.
- Performed basic automotive services including changing batteries and wiper blades.
- Trained in basic understanding of all automotive systems operations.

Delivery Driver

Erb Electric - Wheeling, WV
July 2018 to September 2018

- Drive pickup and box trucks to deliver materials to electricians.
- Work in variety of weathers and environments.

Education

Associate Degree in Science

Utah State University - Logan, UT
January 2018 to April 2021

Skills

- Box Truck
- Forklift
- Warehouse Experience
- Shipping & Receiving
- Delivery Driver Experience
- Order Picking
- Load & Unload
- Pallet Jack
- Warehouse Management
- Merchandising

- Warehouse Supervisor Experience
- Freight Experience
- Logistics
- Production Management
- SAP
- Inventory Control
- Maintenance
- Manufacturing
- Materials Handling
- Basic math
- English
- Order fulfillment
- Stocking
- Procurement
- Procurement Management

Awards

Eagle Scout

April 2013

- Achieved the rank of eagle scout in The Boy Scouts of America in April of 2013.

Certifications and Licenses

Forklift Certified

March 2022 to March 2025

Hazmat Awareness

December 2021 to December 2024

- 49CFR trained for the purpose of shipping and receiving lithium batteries in equipment.

Additional Information

- Was licensed to perform West Virginia State Vehicle inspection from March of 2013 to March of 2014.
- Completed Brooke High School's Automotive Technology vocational program in April of 2013.