

Josh Howarth

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EXECUTIVE SUMMARY

I offer extensive experience in retail sales, purchasing and inventory management, providing exceptional guest service, timely and accurate ordering to maintain the ideal level of inventory. A poor purchase or an inaccurate inventory can bring even the most successful of companies to a grinding halt. My skills and knowledge will help to avoid those situations. I will also be constantly searching for new, more efficient methods to manage stock and reduce overhead while improving safety.

OBJECTIVE

I wish to grow my skills in purchasing and inventory management. I believe I can grow within the company, helping you to expand. I find it an enjoyable challenge to obtain a precise warehouse and with your coaching and guidance I can take on and conquer larger and more difficult challenges, benefiting both the company and myself.

EMPLOYMENT HISTORY

Lead Buyer Navajo Inc. April, 2012 — January, 2018

- I manage the trial & travel and OTCs product category with a budget of over 4 million dollars
- I coordinate with our inventory team and do cycle counts to keep an accurate inventory
- I source and procure products from different vendors and negotiate to obtain the lowest cost
- I analyze our internal system to determine which products to order and in what quantity to maintain a balanced stock level
- My responsibilities include monitoring over 400 SKUs from 72 vendors, including big names such as Procter & Gamble and Johnson & Johnson
- I closely follow all POs from the time I submit them to the vendor to our dock and through the receiving process, including physically counting the shipment, until the invoice is turned in to accounting to be paid
- I also troubleshoot and solve any issues that arise
- I coordinate with the Sales and Marketing department to deliver the best finished product for our customers
- I work with our QA team to ensure that we are following all regulatory procedures and provide the necessary information to various agencies and groups, such as the FDA or the WERCS program.

Assistant Retail Manager Xanterra Parks & Resorts May, 2008 — April, 2012

- My first and foremost responsibility was to provide fantastic guest service, this includes ensuring the guests had knowledge of the best sights and where to see the bears
- I also trained and supervised more than a dozen employees so that they were fully capable of exceeding the guest service standards and confidently handling all duties
- I kept the shop fully stocked, cleaned, and organized
- I coordinated with the Retail Manager regarding scheduling, any employees failing (or exceeding) the guest service standards, and any other issue that may have arose.

All Purpose Clerk King Soopers May, 2003 — May, 2008

- I kept the produce and grocery departments well stocked, cleaned, and organized
- I provided excellent guest service and product knowledge in both departments
- Any piece of produce or packaged item that was going bad or about to expire was culled and swiftly replaced; the bad product was then scanned and removed from inventory
- When necessary, I counted inventory and ordered for the entire produce department (never forgetting to order bananas) and placed the order through the AS400 system
- I received and unloaded trucks using manual and powered hand jacks
- I quickly and accurately operate a cash register while engaging the guest.

EDUCATION

University of Colorado Bachelor of Arts, History

I studied Business Management for two semesters before switching my major to History. I focused on the Industrial Revolution and how it effected the major world powers, and rising countries, at that time and the consequences it had on their societies, economies, politics, and foreign affairs

CERTIFICATIONS

CPR/AED May 2017 to May 2019

I am certified by the American Red Cross in First Aid, CPR, & AED.