

Kari Martin

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INVENTORY CONTROL & DATA ENTRY SPECIALIST

Recognized throughout career for being detail oriented with ability to cross multiple departments in order to increase inner office production, communication, and efficiency. Solid organization, communication, purchasing, and management skills. Proficient in Fishbowl Inventory, Microsoft Office, and knowledgeable in QuickBooks and Staffing Complete

----- KEY STRENGTHS -----

- Inventory Control
- Project Management
- ISO Regulations
- Fishbowl Inventory
- Staffing
- Quality Assurance
- Tolerance to Stress
- Scheduling & Dispatching
- Process Improvement
- Invoice Processing
- Purchasing
- Receptionist

----- CORE COMPETENCIES -----

- Hired as an Account Manager to hire employees, process daily payroll and invoicing, and take care of general office duties. Assumed Branch Manager duties when needed and was promoted to Assistant Manager within five months. Built client relationships and quickly corrected client issues in a professional manner.
- Researched, learned, and implemented Fishbowl Inventory to manage inventory at 4 locations. Managed the entire process during the software implementation and troubleshoot all issues in a timely and efficient manner while ensuring all daily processes continued in order to keep revenue flowing.
- Built efficient and productive processes for purchasing, shipping, receiving, and inventory control. Implemented new procedures and work flow to reduce the number of staff required thus reducing costs and increasing revenue.

----- PROFESSIONAL PROFILE -----

LaborMax Staffing, Colorado Springs, CO
Assistant Manager

March 2018 to February 2019

- ❖ Responsible for recruiting and hiring potential employees.
- ❖ Assume Branch Manager role and manage entire branch for long periods of time.
- ❖ Ensure billing is correct and send invoices to clients.
- ❖ Process payroll daily for employees who worked that day.
- ❖ Dispatch workers and communicate with client about job status.
- ❖ Find new potential customers and get their accounts set up.
- ❖ Deal with issues and concerns on the job sites in real time
- ❖ Work with contractors and local military bases to have employees badged to work on base.

JEM Communications, Inc., Colorado Springs, CO
Inventory Control & Data Entry Specialist

March 2015 to March 2018

- ❖ Responsible for setting up Fishbowl Inventory software to manage inventory at multiple locations.
- ❖ Solely maintain the daily inventory transactions for all locations in Fishbowl Inventory.
- ❖ Schedule and coordinate shipping.
- ❖ Coordinate, manage, and monitor the workflow of different departments in the organization to ensure quality control and assurance.

- ❖ Ensure internal and Customer Purchase Orders are maintained under ISO Regulations.
- ❖ Enter and process Purchase Orders in Fishbowl Inventory and QuickBooks Accounting software.
- ❖ File, copy, scan, and attach files within Fishbowl Inventory and QuickBooks Accounting software.
- ❖ Backup Receptionist and Scheduler.

JW Powerline Construction, Midland, TX

April 2012 to March 2015

Purchasing Department: Team Lead

- ❖ Responsible for the daily purchasing of all materials for special projects across multiple locations.
- ❖ Negotiated pricing, delivery, and shipment for all materials across multiple locations
- ❖ Supervised two employees on the processes and procedures for purchasing.
- ❖ Trained new staff on inventory processes within Fishbowl Inventory.
- ❖ Participated in monthly inventory counts and reconciliations.
- ❖ Responsible for determining inefficiencies within the inventory processes at all locations and developed solutions and resolutions to streamline processes and control inventory.