

# Kevin DiRosa

## **Inventory Control Specialist**

Thornton, CO 80241

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I am looking for a position in a stable company with potential to grow, where I can effectively utilize my management, customer service, and employee relations skills. I'm a meticulous professional who attends to detail and is known for his proven track record in accomplishing tasks with precision. A collaborator who gets along well with others.

#readytowork

## Work Experience

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### **Inventory Control Specialist**

ADPRO SPORTS

November 2017 to Present

- Receive in stock and distribute into warehouse
- Oversee/Pull pick tickets for customers
- Replenish stock
- Cycle counts

### **Production Planner**

Lord Corp

June 2015 to October 2017

- Create evaluation and work orders for the repair cell
- Coordinate with production so repair units are finished in a timely manner using SAP
- Working with engineers and purchasing to ensure parts are ordered
- Working with engineers to create work instructions for each work order
- Taking completed units to shipping and closing the work orders

### **Production planner**

Lord Corp - Amherst, NY

August 2011 to October 2017

Stellar Technology

### **SR. Materials Coordinator/ Inventory Control**

Lord Corp

August 2011 to June 2015

- Kit parts for order/review orders before sending to production
- Receive inventory/Put to stock
- Do daily counts/ Reorder inventory
- Work with production supervisor/ Engineers troubleshooting orders
- Take orders and repair units to production

## **Assistant Manager**

Lids Inc

February 2011 to August 2011

- Open/closing duties
- Interviews and hiring of new employees
- Inventory and shrink control
- Process incoming freight
- Embroidery

## **Assistant Manager**

Century Theaters

October 2009 to December 2010

- Manage staff of over 25 employees
- Write weekly schedules
- Write employee performance evaluations
- Schedule show times and forecasting attendance
- Responsible for all food handling and safety training
- Manage inventory theater wide nightly/weekly
- Manage money/ count room
- Responsible for over \$25,000 daily
- Handle guidelines for corporate audits
- Nightly and weekly inventory

## **Assistant manager**

Hollywood Video

April 2008 to September 2009

- Customer service
- Put out new releases
- Open new memberships
- Perform opening/ closing duties

## **Receiving Manager**

The Bon-Ton Inc

August 2004 to September 2009

- Manage maintenance and warehouse employees
- Write weekly schedules, Order maintenance and warehouse supplies
- Supervise unloading and processing of freight
- Process incoming / outgoing UPS, Damages, RTV/ store transfers

Loss Prevention Manager

- Plain clothes surveillance, Internal investigations
- Weekly surveillance logs
- Register tracking, Over/short tracking
- Safety manager for store
- Install/change out cameras,
- Perform audits for each department and receiving area

## Education

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### **Bachelor of Arts degree in Psychology**

State University of New York at Buffalo - Buffalo, NY

2001 to 2002

### **Associate in Arts degree in Liberal Arts**

Niagara County Community College

1999 to 2000

## Skills

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- Inventory Control
- Inventory Management
- Shipping Receiving
- Warehouse Inventory
- Forklift
- Warehouse Distribution Experience
- Warehouse Management
- Surveillance
- Loss Prevention
- Materials Handling
- Order Picking
- Manufacturing
- Freight Experience