

MARK B. RYAN

2902 SPRING HARBOR LANE

BROOMFIELD, CO. 80023

(720) 384-4240

OBJECTIVE

To obtain a challenging position with the opportunities for professional and personal growth, while utilizing my knowledge and experience of inventory control, purchasing and warehouse management.

WORK EXPERIENCE

08/22/14- 08/22/16

RK Mechanical Inc.
8221 E. 96th Avenue
Henderson, CO.80640

Material Handler
Inventory Control

09/26/12 – 08/21/14

Employment Solutions
205 Ken Pratt Blvd.
Longmont, CO. 80501

Warehouse/ Logistics
RFI (Warehouse Lead)

Responsibilities:

Co-ordinate all loading and unloading of trucks
Inventory all material received
Implemented locations for inventory in the warehouse
Verify all paperwork was accurate
Co-ordinate with QA/QC department

09/13/11 – 09/25/12

Mountain States Pipe & Supply
8119 Indian Peaks Avenue
Frederick, CO. 80516
(303) 678-1300

Warehouse Manager

Responsibilities:

Prepare all customer orders for deliver
Coordinate daily delivery schedule for all customer orders
Responsible for all customer orders
Unload and receive all inbound freight
Directed all delivery drivers
Manage Inventory
Responsible for all Shipments

Directed and managed temporary employees
Worked directly with the Branch Manager

04/25/11 – 09/12/11

Staples
14458 Delaware Street
Suite 600
Westminster, CO. 80023
(303) 920-8004

Inventory Control

Responsibilities:

Cycle Count
Unload Trucks
Receive Material
Co-ordinate Returns
Stock Shelves
Manage Inventory
Loss Prevention

11/22/09 – 04/18/11

Ultimate Electronics
51 W. Flat Iron Parkway
Broomfield, CO. 80020
(303) 425-6700

Inventory Control

Responsibilities:

Unload Trucks
Receive Merchandise
Cycle Count
Organize Warehouse/Shelving
Co-ordinate Inventory Transfers
Customer Service
Loss Prevention

Duties:

Support Sales Associates
Test and Evaluate Electronics
Build and Assemble Furniture/Equipment
Maintain Showroom Lighting and Equipment
Co-ordinate Floor Displays and Signage

06/01/08 – 11/22/09

Manpower, Inc.
400 South McCaslin Blvd.
Louisville, CO. 80027
(720) 890-111

Various Assignments
UC Boulder (PTS)

Responsibilities:

Managed Traffic for all sporting events and concerts on campus
Responsible for safety of all pedestrians
Set up barriers for traffic control

4/02/00 – 5/05/08

Peninsula Valve & Fitting
1260 Pear Avenue
Mountain View, CA. 94043
(650) 965-4197

Materials Manager

Responsibilities:

Purchase inventory and non-stock items for three distribution locations
Manage inventory levels
Negotiated with Manufacturers on pricing
Managed Consignment Inventory off site for Customers
Managed the shipping and receiving departments (personnel)
Coordinated the delivery drivers on there daily routes (personnel)
Oversaw the manufacturing group
Point person for Contractor Support
Year end Inventory
Will Call Counter (interacted with the public and handled all money transactions)
Company Vehicles (fleet) and Forklift Maintenance

Duties:

Support the Outside Sales Engineers in all locations
Report estimated monthly sales
Co-ordinate with the Inside Sales group on estimates and delivery dates for customers
Reported to the Vice President of Operations on total purchases for each month
Identified and located all material in the warehouses in the computer system
Prepared and evaluated personnel for yearly reviews

ACCOMPLISHMENTS:

- Managed the procurement for multiple distribution locations
- Set up Bar Code System
- Designed Warehouse Shelving Layout
- Documented procedures to train employees
- Trained personnel on Forklift Safety
- Certified in CPR
- Trained in building evacuation

EDUCATION

- Chico State University
- West Valley College
- Campbell High School
- APICS

References:

Jeff Luce – Edward Jones (720) 887-3351 office, (720) 254-9582 cell
Jack Brinkhoff – Mountain States Pipe & Supply (303) 638-5255 cell
Mandy LeSeure – Staples (303) 920-8004 office

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