

Contact

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- 303-522-2371

Core Skills

- Procurement & Purchasing Support
- Supply Chain Operations
- Material Planning & Inventory Management
- Inventory Reconciliation & Analysis
- Supplier & Vendor Coordination
- Demand Forecasting
- KPI & Operational Reporting
- Cross-Functional Collaboration
- Process Improvement

Systems & Software

- Microsoft Excel
- ERP & CRM Systems
- Microsoft Office
- Google Suite
- Telematics & Dispatch Systems
- Power BI

Certifications

- Rutgers University
- Strategic Sourcing
- Supplier Management
- Supply Market Analysis
- Procurement Basics
- Procurement & Sourcing

Education

- Longmont High School - Graduated 2017

Elliott Head (Eli)

Procurement & Logistics | 3PL | Last-Mile Operations
Denver Metropolitan Area

Summary

Purchasing and operations professional with 3+ years of experience in procurement, inventory management, logistics, vendor coordination, forecasting, and ERP systems.

Experience

Operations & Logistics Administrator

Hub Group

August 2025 - Present

Loveland, CO

- Coordinate real-time shipment operations across the Home Depot Market Delivery Operation, supporting 500–1,500 appliance deliveries per week across 5–20 carriers, ensuring shipment visibility and on-time delivery within a high-volume final-mile network.
- Maintain and validate shipment documentation, manifests, inventory records, and ERP/CRM system data to support billing accuracy, inventory integrity, and operational reporting.
- Investigate and resolve 50+ delivery exceptions and system discrepancies weekly analyzing routing data, telematics, and operational records, coordinating corrective actions across multiple departments.
- Monitor dispatch performance, routing activity, and material movement to identify operational inefficiencies, support daily planning, and improve workflow.
- Assist with trucking stop pay billing via Compass
- Serve as the primary communication point between transportation providers, warehouse operations, vendors, customer service, and leadership to resolve delivery exceptions and service disruptions.
- Support continuous process improvement, accurate documentation, operational analysis, and cross-functional coordination in a fast-paced logistics environment.

Retail Buyer & Store Manager

Up-N-Smoke LLC

April 2023 - August 2025

Longmont, CO

- Independently managed daily store operations while supporting inventory, staffing, and operational needs across an additional Fort Collins location.
- Managed procurement and inventory strategy for 500+ SKUs across 15+ product lines, balancing inventory, demand, cost control, and regulatory requirements.
- Tracked cost of goods sold, inventory movement, sales activity, and product performance to support purchasing and pricing decisions.
- Forecasted purchasing requirements using sales trends, inventory levels, product movement, and seasonal demand.
- Coordinated purchasing activities and maintained relationships with 15–20 suppliers, resolving shortages, substitutions, pricing discrepancies, and delivery issues.
- Investigated inventory discrepancies through audits, reconciliation, and system reviews, improving inventory accuracy and supporting daily operations.
- Maintained product pricing, cost updates, purchasing data, and inventory records within ERP and point-of-sale systems to support pricing accuracy, margin management, and regulatory compliance.

Assistant Vitamin Manager & Buyer

Natural Grocers by Vitamin Cottage

October 2022 - March 2023 (6 months)

Longmont, CO

- Managed inventory planning and demand forecasting across 40+ vendors, maintaining inventory levels and supporting seasonal demand.
- Maintained inventory records, pricing, promotions, and product data within ERP systems to ensure inventory accuracy.
- Processed inventory adjustments, returns, shrink, vendor discrepancies, and cycle counts while maintaining inventory control standards.
- Coordinated with vendors and department leadership, supported inventory replenishment, merchandising, and product availability.
- Trained team members on ERP workflows, inventory documentation, and inventory control procedures.