

LENA ALEXANDER

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EXECUTIVE PROFESSIONAL SUMMARY

Inventory Control, Warehouse Operations, and Materials Management leader with 10+ years of experience managing multi million-dollar inventories across manufacturing, aviation, construction, and service environments. Expertise in inventory accuracy, ERP systems, cycle count programs, warehouse optimization, process improvement, lean manufacturing, and team leadership. Proven record of reducing inventory variance, improving material flow, implementing inventory controls, and developing scalable warehouse processes that support operational growth and profitability.

CORE COMPETENCIES

Inventory Control • Warehouse Management • Materials Management • Inventory Audits • Cycle Counts • Variance Analysis • ERP Systems (M1, Fishbowl, MES) • Lean Manufacturing • 5S • Kanban • Inventory Reconciliation • Process Improvement • Team Leadership • Receiving & Shipping • Multi-Site Operations • Root Cause Analysis • Continuous Improvement

KEY CAREER HIGHLIGHTS

- Reduced inventory variance by 30% through redesigned inventory procedures and controls.
- Managed inventories exceeding \$2 million across multiple facilities.
- Built inventory systems, warehouse mapping, and material tracking processes from the ground up.
- Led cycle count and physical inventory programs that improved inventory integrity and operational visibility.
- Implemented lean manufacturing initiatives including 5S and Kanban methodologies.

PROFESSIONAL EXPERIENCE

NCS | Inventory Control Specialist | 2025–2026 (moved to CO)

Serve as the primary liaison between Inventory, Production, and Purchasing departments to ensure material availability, inventory accuracy, and production continuity. Lead cycle count programs, investigate inventory discrepancies, resolve negative inventory conditions, and implement corrective actions that strengthen inventory integrity. Direct scrap control processes, inventory adjustments, warehouse organization initiatives, and bin location management. Provide leadership and coaching to material handlers while driving continuous improvement efforts focused on material flow, warehouse efficiency, and inventory performance.

AIR WISCONSIN AIRLINES | Tech Stores Supervisor | 2024–2025

(laid off, company lost American Airlines contract)

Supervised technical stores operations supporting aircraft maintenance activities. Managed inventory transactions, parts distribution, repair tracking, calibration programs, and HAZMAT shipping requirements. Developed tool accountability processes, conducted inventory audits, and resolved inventory discrepancies to ensure maintenance teams had timely access to critical components. Supported regulatory compliance and operational readiness through accurate inventory control and reporting.

FIRELINE SPRINKLER | Inventory & Warehouse Manager |

2023–2024 (followed manager to WI)

Recruited to lead inventory and warehouse operations across three facilities serving construction and service divisions. Managed approximately \$2 million in inventory while implementing

standardized inventory control procedures that reduced inventory variance by 30%. Redesigned warehouse layouts, material movement processes, and inventory tracking systems to improve efficiency, reduce shipping costs, and enhance inventory visibility. Directed cycle count programs, annual physical inventories, employee training, and location management systems.

BRIDGE CRANE SPECIALISTS / BRIDGE CRANE EXPRESS | Inventory & Warehouse Manager | 2021–2023 (moved to Oklahoma)

Managed inventory operations supporting manufacturing, parts, and service organizations across multiple locations. Built inventory management systems, warehouse mapping structures, and standardized procedures from the ground up. Implemented Kanban inventory controls, managed inventory transfers and adjustments, and led full physical inventories. Supervised warehouse personnel and partnered with operations teams to improve inventory accuracy, material availability, and operational efficiency.

STEELHEAD COMPOSITES | Quality Technician / Production Support / Inventory Control | 2017–2021 (recruited for management)

Managed raw material, work-in-process, and finished goods inventory while supporting quality assurance and production operations. Conducted inspections, administered calibration programs, managed nonconformance investigations, and maintained production work orders. Developed work instructions and trained employees on quality and inventory control processes, contributing to improved consistency and compliance.

AVAGO TECHNOLOGIES / BROADCOM | Manufacturing Technician / Test Technician | 2013–2017

Supported high-volume manufacturing and testing operations through equipment qualification, process control, production documentation, and engineering change implementation. Collaborated with engineering teams on new product introductions, troubleshooting initiatives, and continuous improvement projects that enhanced manufacturing performance and product quality.

EDUCATION

Institute of Business and Medical Careers | Associate of Occupational Studies, Business Administration & Accounting | 2009

CERTIFICATIONS & TECHNICAL SKILLS

Train-the-Trainer (T3) Certified • ASQ Internal Auditing Basics • Fishbowl Inventory System • QuickBooks • Microsoft Excel • Microsoft Word • PowerPoint • Forklift Certified • Telehandler Certified • Boom Lift Certified • Scissor Lift Certified • ESD & Safety Certified