

Todd Buman

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May 11, 2026

I am writing to express my interest in the position of Manufacturing Control Clerk. With extensive experience in purchasing, inventory control, and customer service, I am confident in my ability to contribute effectively to your team.

In my previous roles at Scientech Inc., and Ingalls Engineering I held many positions. One of the daily duties and responsibilities was Inventory Control. I handled purchasing and receiving duties. Checking in orders for accuracy and quality. Place all incoming orders on the shelf and in the proper location. For Scientech, the PCA boards were kitted in house and sent to assembly house. Component locations and quantities were updated in the ERP database and work orders were generated. Once completed, the extra inventory was returned to Scientech where it was counted and placed back into inventory. I organized and conducted weekly inventory cycle counts. Any shortages or overages were researched and reconciled.

I have years of experience with Excel, Word, Outlook and Access. I have no problems in quickly learning software of any type.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at 303-875-1890 or tbum18@msn.com to schedule an interview.

Sincerely,

Todd Buman

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Objective

Obtain a long-term position where I can use the skills I have acquired in years of experience.

Experience

2025 to Current Orielly Auto Parts

2019 to 2025 Sciencetech Inc. Boulder Co.

2017 to 2018 Dorman Products | Louisville Co.

1991 to 2016 Ingalls Engineering Co., Inc. | Louisville Co.

1984 to 1990 Triangle Auto Parts, Longmont Co.

Acquired Skills

Customer Service

- With most employment. I answered the phone, took orders, answered technical questions, quoted repair cost or directed the call to the correct department.

Shipping

- Pull and package orders. Create shipping labels per the order requirements. I am capable of shipping domestic and international.

Receiving

- When an order would be delivered, Inspect and sign for incoming shipments, verify shipment contents, match packing list to purchase order, and receive parts into the ERP or accounting system

Warehouse

- Properly place incoming shipments into inventory, generate finished goods labels, package bulk items into retail packaging, organize inventory using hand truck or forklift

Inventory control/Purchasing

- With both Ingalls and Sciencetech I would export sales information, on hand quantities, approved vendors and BOM's into a custom Excel Spreadsheet. The spreadsheet would calculate the average sales per month and the months of inventory on hand. Based on vendor lead times and quantity discounts, I would generate Purchase Orders for all products needed. Ingalls Engineering purchase automotive chassis parts from Taiwan. The spreadsheet would calculate the weight and volume to fill 40-foot container for import. I am familiar with purchasing from local vendors, machine shops as well as foreign vendors.
- I would also generate weekly inventory cycle count sheets. In some cases, I would be counting inventory myself.

Accounts Receivable

With both Ingalls Engineering and Sciencetech, I would enter all payments received via check, wire transfer, and ACH into the accounting system. Problem solve any payments did not match the invoice total. Run and send out monthly statements and contact all customers with past due payments.

Accounts Payables

Match all vendor invoices with the packing list received and the purchase order. Verify the correct quantities received and contact the receiving department or vendor if any discrepancies exist. Verify the payment terms.

Enter the invoice into the accounting system. Using the payment terms, I would set up the payment schedule for outgoing payments on a weekly basis.

Reconciliations

Bank statement reconciliations were made by either using the accounting system or if needed by an excel spreadsheet I created. Credit card reconciliations were made by matching the statements with the AP receipts or invoices. Any discrepancies will be researched and resolved. End of month audits on the Balance sheet and the income statement.

Computer Skills

- For Scientech - With essentially no training, I learned Infor Visual ERP system to perform Accounts Payable and Accounts Receivable, Purchasing and Inventory Controlled. Corrected decades old inventory errors that were baked into the data. I also have experience with Microsoft Dynamics CRM and ERP software.
- Developed a Microsoft Access based "Operations Management System" to replace an outdated and laborious paper process. This manufacturing process management system allows dynamic monitoring, tracking, documentation, and controls from raw materials to finished products. It augmented the Visual enterprise resource planning (ERP) system to provide better process control and give employees the data needed to make the production floor more efficient. The database provided access to a range of important documents including paperless travel sheets, failure reports, a timecard link, production schedule, build data by serial number, rework statistics, sales information, repair and calibration data, and shipping data. This comprehensive information allows Scientech to efficiently address rework, warranty, and systemic failure issues, information, product failures, and repair information.
- Created custom Excel spreadsheets for inventory control to take up the deficiencies of the accounting or ERP systems being used.
- I frequently use and have knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Access. As for OneNote, Publisher and Copilot I have limited knowledge. Learning how to use any software comes easy for me.