

Robert C. Edwards

845-366-8980 | rcedwards01@gmail.com | 140 Nina Place, Poughkeepsie, NY |

----- PROFESSIONAL SUMMARY -----

Supply Chain Practitioner over 20 years of extensive expertise in different branch of the supply chain. Including; inventory management and warehouse management, leveraging skills in negotiation, demand planning, and team building. Proven track record in enhancing operational efficiency and reducing costs through strategic supplier management and process optimization. Adept at using tools like SAP and Microsoft Dynamics to drive informed decision-making and ensure compliance with regulatory standards.

----- EMPLOYMENT HISTORY -----

INVENTORY CONTROLLER, Guardsman Group | Kingston, JA

Jan 2021 – Mar 2023

- Trained and coach new hires on procedures, emphasizing compliance and governance aspects
- Performed thorough investigations and implementing corrective measures for discrepancy in physical inventory preventing potential losses while adhering to audit protocols designed to safeguard the financial integrity of the organization
- Skilled in negotiating win-win solutions with suppliers, ensuring satisfaction and continuous improvement. Proven ability to address issues swiftly and collaboratively, fostering long-term relationships
- Prepare reports and documentation of questionable movement in inventory, investigation outcomes, and preventive measures taken, ensuring adherence to internal audit policies, regulatory requirements, and legal standards
- Creating monthly inventory reports and providing inventory status and supply chain projections to management
- Collaborate with cross-functional teams to implement fraud prevention strategies that align with broader corporate governance objectives
- Coach and mentor employees and established an employee recognition structure that was not present, thus improving employee morale
- Implemented a supplier risk management plan that mitigated potential disruptions by strategically diversifying the supplier base, ensuring procurement governance and continuity of supply
- Led the development and implementation of procurement strategies across categories reducing cost, through supplier consolidation and strategic negotiations and adherence to audit frameworks

PRODUCTION ANALYST, Spike Industries | Kingston, JA

Jan 2017 – July 2020

- Studied existing processes to identify inefficiencies and potential disruptions
- Recommended solutions to streamline operations and improve efficiency, resulting in increased yields and reduction in waste
- Monitored and documented production processes. Revised work instructions
- Generated production metrics
- Collected, reviewed, and analyzed department reports

PRODUCTION PLANNER, Federated Pharmaceutical | Kingston, JA

Nov 2011 – Dec 2018

- Ensured the efficient and timely production of goods by managing the scheduling, organization, and monitoring of the production process

- Developed and maintained production schedules, which align with customer orders, delivery dates, and inventory levels. Planned and organized the production workflow for 30 SKU's.
- Monitored the production process to identify and reduce/eliminate downtime, and collate output information, quantity & yield. Implementing strategies to maintain quality output at 98%.
- Managed material and equipment availability, and worked closely with procurement and production teams to manage inventory levels.
- Assisted in the design and rollout of an inventory management system that decreased excess stock levels
- Worked in concert with HR Team to design and implement incentive program/budget for employee recognition and rewards, leading to improved morale among direct and indirect staff

LOGISTICS MANAGER, Federated Pharmaceutical | Kingston, JA

Jan 2006 – Sept 2011

- Planned, managed, and monitored the logistics operations of a company, ensuring that customers receive the right product at the right time, place, quality, and price.
- Forecast inventory levels and timing, maintain 98% accuracy in inventory, maintenance of perpetual records and managed inbound & outbound warehouses.
- Created and managed budgets for a company's transportation and warehouse needs.
- Participated in negotiations on contract matters with internal and external stakeholders as needed, contributed to team success and ensuring all contracts were in keeping with procurement and governance standards.
- Reviewed daily compliance reports and weekly audits, investigated and resolved non-compliance issues and forwarding findings to General Manager
- Completed monthly, quarterly, and annual physical stock counts that track compliance with accounts' Code of Ethics and governance frameworks.
- Developed and executed cost reduction plans resulting in annual saving by negotiating supplier contracts, ensuring compliance with both procurement and audit requirements

----- EDUCATION -----

Bachelor of Science –Major in Accounting, University of the West Indies, Kingston, JA

----- CERTIFICATIONS -----

CPSM® Certified Professional in Supply Management | Institute for Supply Management | In Progress

Demand Management, Oliver Wright Public Course

SKILLS

Inventory Management
 Operation Management
 Supplier Management
 Negotiation
 Leadership
 Demand Forecasting
 Data Analysis
 Budget Management
 Procurement
 MS Office
 Microsoft Dynamics
 SAP

Sage 300
 QuickBooks
 Team Building
 Problem Solving
 Critical Thinking
 Warehouse Operation
 Warehouse Management System
 Computerized Inventory
 Project Management
 Decision-making Skills