

Sharonda D. James

3704 Lear Ct NW Apt B, Wilson NC 27896

(Relocating from New Jersey to North Carolina)

Phone: (973)288-4443 E-mail: Shajames7588@gmail.com

OBJECTIVE

To obtain a position with an organization, where I can utilize my skills and experience to improve operations, and enhance growth in Inventory Control Management.

EDUCATION

The College of Westchester-White Plains, NY

Associate Degree in Business Administration/Management and Marketing

Graduated: April 2012

CERTIFICATIONS/SKILLS

Strong Analytic skills; MS Office(intermediate); Managerial Experience; Forklift Certification (Reach, Drexel, Counter balance, Ride on Walkie, Cherry Picker, Pallet jack); Knowledge of MRP and ERP Systems: SYSPRO, AS400, SAP Software, JDA, Intuit Software, Oracle, RF Scan Gun; 5s concepts, Annual Physical Cycle Count; ABC Cycle Counting; 5+ years Inventory Knowledge

EXPERIENCE

Engineering Resource Group- Keerfott aerospace

Fairlawn, NJ

Stockroom Clerk/Inventory (Temp)

05/2020-

7/2020

- Perform daily cycle counts, and process inventory in the company WMS system
- Perform customer requested inventory as needed, and maintain inventory integrity.
- Maintain product identification, location, and lot code accuracy.
- Research inventory discrepancies, and work with manufacturing manager to resolve inventory problems in a timely manner.
- Open cartons, and other containers to count items and/or weigh materials to determine quantity on hand.
- Report discrepancies of over/under amounts and any damaged products

Toll Global Logistics

Carteret, NJ

Inventory Control Supervisor

01/2019-08/2019

- Maintained accurate inventory levels through daily and/or physical inventory cycle counts and performing merchandise reconciliation. Ensured that inventories are scheduled in accordance within client expectations and timelines.
- Assisted with resolving problems to ensure maximum associate productivity; performed necessary actions to correct substandard performance.
- Supervised team, provide training and coaching to improve employee's performance.
- Assisted in the improvement of internal controls related to inventory, monitoring inventory transactions, and complete special projects as requested.

City Theatrical

Carlstadt, NJ

Production Planner/Inventory Manager

02/2016- 01/2019

- Overseen daily usage of warehouse inventory, conduct daily cycle counts based on ABC classification, and perform follow-up counts to ensure accuracy. Verify product locations, resolve discrepancies, assist with inventory analysis and quality issues.
- Planned, organizes, directs, manages, measures and evaluates the people, processes and systems responsible for inventory within the warehouse and implements the inventory management policies of the organization.
- Responsible for the identification and implementation of opportunities for inventory operation improvements.
- Developed all necessary reports and documentation to facilitate accurate inventory counts including records of all audits, counts and adjustments. Completed and issued all necessary records and reports in a timely and accurate fashion.
- Partnered with the sales, customer service, distribution, and material purchasing personnel to properly handle the flow of inventory to meet the demands of our customers.
- Frequently contacted suppliers through various communications channels to ensure purchase order (PO) status is known, document, and changes are addressed including, but not limited to, bringing issues to the attention of Procurement and Management.
- Planned and scheduled department functions, to ensure prompt and accurate delivery of products to meet customer expectations.
- Managed the requisition of product from storage to production. Recorded all inventory changes and input inventory data into the warehouse management system.

Metlife Stadium Giants & Jets Stadium

East Rutherford, NJ

Stand Manager (Seasonal)

02/2015-7/2020

- Oversee all operations of the concession stands.
- Oversee day-to-day operations of the concession stands, which may include: Opening procedures for stand operations, training employees (10-15) to operate cash register as well as prepare food, close stand at the end of events, and perform end of shift cash handling procedures.
- Ensure dual control is maintained in preparing cash deposits, and deposits are made in timely manner.
- Responsible for training employee, creating efficient and enjoyable work environment. Back-up during busy times for concessions. Work closely with concessions cashiers for assistance with operations.
- Participates in set-up of stand, arranges inventory, report to area supervisor any inventory discrepancies or shortages.
- Maintain clean work area. Bring concerns and maintenance items to Stand Manager. Ensure all concession areas have proper displays and merchandise.

Crestron

Rockleigh,

NJ

Material Handler/Inventory specialist

10/2013-10/2014

- Responsible for checking, recording and reporting on the actual status of inventory compared to the status of inventory in the MRP system.
- Processed data for quantities of parts issued and transferred between locations, inventory and cycle count material, into SAP Software.
- Responsible for inputting data, preparing packing and shipping documents, picking and staging outbound shipments.
- Read, interpreted and followed written work instructions or procedures to accurately set up production lines.
- Loaded, and unloaded material onto or from pallets, trays, rack and shelves by hand within the plant using pallet jacks and carts
- Set up lines using for production using Bills of material, schedules and instruction from coordinators.