
Steven Fletcher

Warehouse Specialist

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SKILLS

Inventory management, logistics, team leadership, warehouse space management, problem solver, detail-oriented.

EXPERIENCE

CML Security, Broomfield CO-

Inventory Control/Logistics/Network Tech

August 2023 - Present

- Procure needed items for construction needs.
- Receive and catalog ordered parts.
- Ship items across the country using UPS software.
- Set up and load freight trucks with shipments for sites.
- Organize and catalog inventory.
- Proficient in Microsoft applications.
- Proficient in Sage and Procore.
- Set up security networks for CCTV/Door Controls/Card Access/HMI Computers.
- Troubleshoot network issues at facilities remotely and in person.

WheelsUp/Mountain Aviation, Broomfield CO-

Aircraft Parts Coordinator

May 2023 - June 2023

- Procure needed parts for aircraft maintenance.
- Receive aircraft parts for stock or needed for maintenance.
- Maintain lot/serial traceability for parts.
- Cycle counts of bin locations to verify and maintain quantities.
- Ship parts to other airports/facilities to help with repair/maintenance of aircraft.

MultiSource MFG, Lafayette, CO - Inventory
Control/Logistics/Procurement

November 2018 - March 2023

- Received raw material, check material certs to match what was sent.
- Maintain lot/material traceability while storing and kitting material to be assembled for the medical and aerospace industry.
- Successfully maintain inventory accuracy through internal and external audits performed by customers and regulatory agencies.
- Follow delivery schedule to determine what needed to be kitted for assembly/what to work on first; what needed to be ordered/machined.
- Direct teammates on which jobs needed attention first.
- Create purchase orders and package/ship parts to outside services for anodizing, passivation, etc.
- Package/ship completed parts to customers

Princeton Sports, Baltimore, MD - *Ski/Snowboard Manager*

October 2014 - October 2018

- Customer service; help every customer with outstanding service while helping them choose ski/snowboard/bicycling/tennis equipment.
- Organize the storing and fitting of thousands of sets of ski/snowboard equipment for our winter season rental program.
- Train employees on helping customers and fitting skis/boots.

Under Armour, Baltimore, MD - *Inbound/Inventory Supervisor*

August 2009 - July 2014

- Supervise the unloading and putaway of incoming product while maintaining inventory accuracy.
- Prioritize labor and direct team members to meet deadlines for shipping product.
- Finding lost or misplaced product in multiple warehouses.

EDUCATION

Old Mill High School, Millersville, MD - *H.S. Diploma*

August 2002 - June 2006