

TARRA BAHL

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Objective

Obtain a position with the opportunity for new training and career advancement

Experience

Flooring Lead/Supervisor, Legends Tile & Stone, Aurora, Colorado Feb 2008–’15/ Nov 2016-Oct 2018

- ◆ Responsible for delegating and scheduling assignments to employees across several job sites
- ◆ Collected and documented all purchases and inventory receipts
- ◆ Created organization system for business contacts and active projects
- ◆ Organized tools and materials
- ◆ Purchased production supplies

Warehouse Manager, Interior Specialists, Inc., Aurora, Colorado October 2015 –November 2016

- ◆ Supervised warehouse personnel at two facilities (Aurora and Loveland)
- ◆ Co-lead of third party (Ernst & Young) Quarterly and year-end Inventory Audits
- ◆ Lead manager in consolidating facilities of an acquired company (HD Supply Interior Solutions)
- ◆ Performed weekly Inventory Control activities: cycle counts, researched discrepancies/shrinkage, and conducted inventory adjustments within RFMS (Enterprise Resource Planning software)
- ◆ Created standard operating procedure for Customer Owned Product maintained onsite
- ◆ Generating Picking Tickets and Delivery Tickets from RFMS
- ◆ Maintain data within a Microsoft Access database: Dry Runs, non-ERP Key Performance Indicators, Flooring Moisture data, and Subcontractor Quality Matrix data
- ◆ Responsible for Claims activities: initiated Claims, arranged for return of products to suppliers, applied Credit Memos; and Closed Jobs (Job Costed)
- ◆ Responsible for maintaining inventory, ordering, and purchasing warehouse materials/supplies
- ◆ Responsible for the timely load-out of subcontractors and the receipt of incoming products

Restaurant Cashier, Mama Alvino’s, Aurora, Colorado June 2007 – February 2008

- ◆ Responsible for cash receipts, food preparation, and customer service
- ◆ Received orders on multi-line phones
- ◆ Positions held: Cashier, Cook, and Waitress

Lifeguard, City of Aurora, Aurora, Colorado May 2006 – April 2007

- ◆ Responsible for: admissions and lesson cash receipts, along with customer service

Education

- ◆ High School Diploma; Hinkley High School 2007
- ◆ Graphic Design Courses; Pickens Technical College 2007

Skills

Auditing	Facility Management	Process Improvement
Complaint Handling	Inventory Control	Procurement / Purchasing
Customer Relations/Service	MS Access – Beginner	Shipping & Receiving
Data Entry	MS Excel – Intermediate	Supply Inventory
Distribution Management	MS Word – Advanced	Warehouse Management
Document Management	Order Processing	