

Tiffany Popdan

Berthoud, CO

tiffanypopdan5_7ni@indeedemail.com - 630.723.8282

WORK EXPERIENCE

Quality Control Coordinator

Swap - 2015 - Present

- Conduct outbound and inbound inventory investigations
- Team Lead for quality control department
- Provide reporting to the production manager and other department executives
- Communicate with customers to allocate inventory
- Coordinate customer orders for fulfillment
- Track customer orders to final shipping destination
- Coordinate returns for customer orders
- Conduct internal audits for accounting
- I.T. troubleshooting, backup IT installer for setup and website maintenance
- Create training manuals for quality control and all departments
- Problem solve issues with item listings, costs, inventory
- Create audit forms

Office Associate/Coordinator - Fulfillment center

The Tie Bar - 2012 - 2015

- Process customer orders and maintain account inventory levels
- Customer service and customer relations
- Provide support for outside sales department
- Coordinate the shipping and packing of orders to meet customer standards
- Problem solve IT issues and troubleshooting for mainframe system
- Lead IT operations which included (install, repairs and programming)
- Process all the accounts payable/accounts receivable
- Managed UPS shipping programs for shipping department
- Record keeping for accounting department and for customers
- Coordinate all the customs and duty requirements for orders

Dick's Sporting Goods 6 months

Operations Associate

- Inventory control and replenishment ordering for our store location.
- Process incoming truck orders and manage store transfers of inventory
- Investigate shipping and receiving problems
- Process out-going inventory for accuracy and fulfillment
- Coordinated the stock room for back-stock materials and overstock
- Process claims and issue credit for defective items

Quality Control Technician / Scale House Operator

Lafarge North America - 2005 - 2010

- Coordinate the QC tests on samples from the rock quarry to meet state regulations
- Customer relations - solve problems with material/requests for people

- Expert on the different materials and monitored inventory levels
- Work with the State of Illinois to maintain strict quality guidelines of materials for state jobs
- Record keeping and reporting for the state and the company
- Work with plant manager on problem solving on testing issues as they arise
- Received State certified as QC technician
- Maintained daily logs/plant notes for the state and safety standards
- Responsible for state regulations on lab safety
- Coordinated the inbound/outbound freight with logistics companies.
- Managed production reporting and customer order replenishment

EDUCATION

Aurora Citizens Police Academy
2015-03

Business

Western Governor's University

Physical Education and Business

North Central College

SKILLS

ACCESS, ASP, ASP.NET, CODING, CREATIVE WRITING

ADDITIONAL INFORMATION

:

QuickBooks, Kronos, POS system, MS Office (Excel, Word, PowerPoint, Access, etc.), install computer components/software, web design programming and networking, ASP.NET, JavaScript, X/HTML coding, Google Docs, creative writing, investigations