



Uche Chukwuma

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PROFESSIONAL SUMMARY

Hardworking inventory professional with 10+ years of experience in the field. Adept at coordinating paperwork, completing counts and maintaining documentation. Looking for a challenging role with room for advancement. Thorough Inventory Coordinator versed in facilitating accurate inventory management procedures and leveraging strong vendor relationships to foster cost-effective procurement. Manage high volumes of inventory in fast-paced environments with efficiency and accuracy. Diligent and hardworking with 7+ year history of industry success. Versatile Inventory Specialist with advanced problem-solving and time management abilities. Proficient project coordinator and administrative leader. Highly familiar with inventory counts, business audits and documentation requirements. Detail-oriented clerk with proven history of streamlining processes and delivering valuable administrative support. Provides accurate and thorough production paperwork. Prioritizes deadline adherence with timely responses to complex production concerns. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

SKILLS

- Shipping and receiving
- Promotional understanding
- Financial Reporting
- Cost Reduction
- Stocking and Organization
- Equipment monitoring
- RFID Tracking
- Supply and demand requirements
- Vendor Management
- Warehouse Organization
- Data Management
- Inventory Accounts Reconciliation
- Process Implementation
- Database Management
- Documentation skills
- Product identification
- Paperwork coordination
- Inventory Control
- Order Processing
- Microsoft Office
- Discrepancy investigations
- File Maintenance
- Heavy Lifting
- SAP
- Forklift Operation
- Cycle Counts
- Shipping coordination
- Inventory Reconciliation
- Contract Negotiation
- Order Management
- MS Office
- Verbal Communication
- Problem Resolution
- Calm Under Pressure

WORK HISTORY

- Order Fulfillment
- Team building

INVENTORY COORDINATOR

01/2021 to CURRENT

Sartorius Stedim Biotech | Arvada, CO

- Reduced stock discrepancies by diligently investigating variances and resolving issues promptly.
- Created and implemented tracking systems to monitor progress and meet deadlines.
- Collaborated with the procurement team to establish steady supply of inventory.
- Resolved discrepancies between physical counts and electronic records through thorough investigation and reconciliation efforts.
- Devised and implemented efficient processes for production tracking and inventory control.
- Developed materials to educate staff on proper inventory management techniques.
- Created a cycle counting program to maintain accurate inventory records without disrupting daily operations.

FORKLIFT OPERATOR

09/2019 to 01/2021

Jordan Lumber | Arvada, CO

- Collaborated with team members to complete tasks quickly and increase overall productivity.
- Maximized accuracy in order preparation through thorough verification against packing slips before loading onto transport vehicles.
- Removed orders from storage, wrapped and staged for shipments.
- Moved levers or controls to operate forklifts, lifting beams with swivel-hooks and hoists to transport and load materials.
- Enhanced workplace safety by diligently inspecting forklifts before each shift and reporting any issues promptly.
- Operated forklift in compliance with OSHA guidelines and organizational policies.
- Used strapping and bracing techniques combined with proper balancing to prevent load shifting.
- Supported warehouse staff in meeting tight deadlines by prioritizing tasks based on shipment schedules.
- Adhered strictly to OSHA regulations for safe forklift operation, minimizing the risk of accidents and promoting a secure work environment.

FORKLIFT OPERATOR

10/2017 to 09/2019

Capital Lumber | Denver, CO

- Contributed to sustainability efforts by properly disposing of damaged or expired products in compliance with company policies as well as local

regulations.

- Used equipment such as sit down and stand-up to process excess materials and support recycling efforts.
- Kept accurate records of materials moved within warehouse to quickly locate inventory and keep facility operating smoothly.
- Operated forklift in compliance with OSHA guidelines and organizational policies.
- Unloaded materials and goods at designated locations for best project availability.
- Demonstrated versatility in operating various types of forklifts, including sit-down, stand-up, and reach varieties, to accommodate different warehouse layouts and requirements.

PRODUCTION LEAD

08/2009 to 08/2017

Champs Sporting Goods | Denver, CO

- Implemented cost-saving measures that reduced overhead expenses without compromising on product quality or employee satisfaction.
- Maintained accurate inventory records, placing orders for raw materials and supplies as needed to avoid stock shortages or delays in production schedules.
- Managed a team of production workers, ensuring timely completion of tasks and adherence to safety protocols.
- Collaborated with Quality Control teams to address any issues identified during inspections, implementing corrective actions as necessary to prevent reoccurrence.
- Ensured compliance with all relevant industry regulations, maintaining detailed documentation for audit purposes.
- Coordinated effective schedules for production employees.
- Supported employees by accurately tracking time and proactively resolving any conflicts.
- Collaborated with other departments to optimize production workflows.
- Examined incoming materials and compared to documentation for accuracy and quality.
- Improved production efficiency by streamlining processes and implementing effective scheduling techniques.
- Maintained safe work areas by keeping pathways and stations free of hazards and excess waste or materials.
- Reviewed production schedules and streamlined processes.
- Adaptable and proficient in learning new concepts quickly and efficiently.

EDUCATION

Associate of Applied Science | Architectural Drafting Technology *EXPECTED IN 07/2026*

University of Colorado Denver, Denver, CO

- Scholarship Recipient

- 3.8 GPA
- Study Abroad: Germany, Nigeria, United Kingdom.