

Noe Guzman

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SUMMARY

Inventory Specialist with over 10 years' experience in all phases of parts room management, including cycle counting, inventory replenishment, material handling, shipping, audit preparation, reconciliations, kanban systems, formally trained in 5S, lean, and continuous improvement . Ability to lead and train others.

WORK EXPERIENCE

Inventory Specialist

Central Ink

April 2016- Current

- Closing batch tickets from production
- Cycle count various finished good items based on volume and sales to ensure inventory accuracy
- Maintain inventory integrity
- Verify part numbers are correct in accordance with the batch ticket
- Assist in physical inventory and audit preparation
- Report variances to management and determine root-cause and solution
- Perform audits on random items
- Enter transactions and verify correct raw materials were consumed when there are substitutes involved
- Communicate and co-ordinate with production, purchasing, shipping, and management
- Create and update SOP
- Help in cross-training other employees

General Labor

People Ready, Elgin, IL

Nov 2014 - Current

- General Labor: Was sent to different job sites for various types of general labor work.

Shipping-Receiving Supervisor

American Excelsior Company, West Chicago, IL

Jul 2014 - Oct 2015

- Supervise all trucks being loaded/unloaded
- Establish great communication with production to ensure items are shipped to meet on-time delivery.
- Keep an updated count of warehouse items.
- Maintains a personnel structure and staffing level to accomplish the warehouse and receiving mission in an effective and efficient manner.
- Verified all incoming material to match the packing slip

Inventory Specialist

Communications Test Design, Inc, Elgin, IL

May 2006 - Apr 2014

- Cycle counting
- Reconciliation of weekly cycle count discrepancies
- Parts replenishment
- Transactional activity utilizing ORACLE
- Verified and received new inventory and vendor shipments
- Successfully set up Kanban process and utilization
- Material handling for all inventory and packaging
- Responsible for multi-site inventory and packaging material locating and management
- Through reconciliations and adherence to policies and procedure of weekly cycle counts, drove inventory accuracy from level 83% to 99.5%
- New part set up
- Created daily reports for multi department use
- Excellent track record attained while sustaining communication proficiency

EDUCATION

GED

Dundee-Crown High School, Carpentersville, IL
1996 - 2000

Elgin Community College, Elgin, IL
2000

ADDITIONAL INFORMATION

Forklift Certification

Bi-lingual English/Spanish

Employee of the month

Certificate of Inventory excellence