

Galen T. Davis
4005 North Highway 1
Fort Collins, CO 80524
970-481-8967
GalenTDavis22@gmail.com

I would like to acquire a management position with a great local company. I have years of experience in many different vocations, mainly in purchasing and inventory management. I am a hard worker dedicated to helping my company grow and flourish using my experience, knowledge, and personal attributes.

I am dependable, organized, goal oriented, flexible and a team player. My skills include inventory setup and management, invoicing, work orders, and database management. I am proficient in Microsoft Office, Excel and Word, as well as Quickbooks Enterprise Accounting.

Work History

Power Line Sentry: Operations Manager

May 2012 through 9-1-2018

Responsibilities include:

Purchasing

Inventory setup and operations

Installed Quickbooks Enterprise and set up the system for manufacturing and inventory control.

Shipping, including raw materials, finished goods exporting, documentation, HTS code and daily domestic shipping.

Heritage Export: Vice President

January 2000 through April 2004

Responsibilities include:

Purchasing

Inventory management

Shipping, including exporting and documentation

Uptown Rubber Stamp: Chief Engineer

August 1993 through December 2000

Responsibilities include:

Product and equipment engineering

Purchasing

Inventory management