

Sarah Jenkins

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An Inventory Manager with entry-level work experience, specializing in logistics, purchasing, forecasting, and inventory control. Adept at identifying opportunities to improve operational efficiency and reduce shrinkage for retail businesses.

Education

Bachelor of Science (B.S.)
Logistics
University of Portland, Portland, OR
September 2017 - May 2021

Key Skills

- Inventory Management
- Logistics
- Purchasing
- Cycle Counts
- Shipping and Receiving

Professional Experience

Inventory Manager
Kohl's, Portland, OR | May 2021 – Present

- Oversee clothing product inventory valued at \$200K, conduct forecasting to determine purchase orders based on projected sales volume, and lead purchasing activities
- Coordinate shipping and receiving operations, ensure accurate cycle counts, and continually monitor stock levels using inventory track systems
- Identify opportunities to enhance inventory management procedures and deliver reports on inventory levels to department heads and management teams

Shipping and Receiving Associate
Macy's, Portland, OR | May 2020 – May 2021

- Supported shipping and receiving activities for product shipments, ensured accurate stock levels for deliveries, and transported clothing products to appropriate departments as needed
- Coordinated with the inventory manager to resolve count discrepancies for shipments and ensure operational excellence