

Jeff Hare

1084 Amherst Blvd. London, Ohio 43140
Cell - (740) 506 - 0980 • jeff_hare1720@yahoo.com

Objective

A team oriented, hands-on leader with over 24 years of experience in Retail and Direct Operations Distribution Center and Inventory Control. Highly motivated individual with a strong focus and track record in operations processes, inventory control, process improvement, SOX compliance/internal audits and accuracy. Looking to obtain a challenging position which effectively utilizes my skills to support the success of the business.

Special Skills Profile

WMS Super User
Proven Leader
Inventory Control
Proficient in Microsoft Office Products

Exceptional Analytical Skills
Process Improvement
Excellent Communication Skills
Detail Oriented

Professional Experience

Thirty-One Gifts Columbus, Ohio

(Aug. 2016 – Present)

Inventory Control Supervisor

(Aug. 2016 – Present)

- Supervised a team of 12 associates including Inventory Processors and Cycle Counters in two different facilities
- Supervised the Hospital team which corrected orders that were wrong from the Pack department
- Work with the IT team to develop a new database to better track every carton that comes through the Hospital. This improved the accuracy of all outbound orders
- Make sure that every locations in the DC was cycle counted quarterly and reconciled any variance found through research before accepting these variances
- Complete daily administrative management functions to maintain associate time punches, vacation requests, FMLA, etc. using ADI
- Created an education program for every department in the DC to help all associates to understand the importance of inventory integrity
- Completed quarterly cycle count audits with our external auditors (Deloitte) to ensure that all processes are being followed and the accuracy rates meet expectation
- Created new processes to handle our non-product (threads, corrugate, inks, etc.) were being decremented from inventory correctly and worked with our Purchasing team to ensure timely reorders were processed
- Investigated missing products throughout the DC and reconciled any variance found through reporting and research in WMS
- Completed all product requests (inventory requests) for the corporate office associates. These requests are for advertising, charity, special events, etc.
- Supervised various yearly special projects such as Employee Sale, National Conference setup, Slotting of SKUs to each location in the DC, Internal facilities audit of records, etc.

Eddie Bauer, LLC Groveport, Ohio

(1992 – June 2016)

Inventory Control and Operations Supervisor

(2009 – June 2016)

- Lead a team of 44 associates including Inventory Analysts, Accuracy Inspectors, Merchandise Processors and Cycle Counters, over 2 shifts
- Lead the inventory team in reducing inventory shrink by over 50% since taking over the position
- Complete 35 different accuracy inspections each week to maintain a 99.5% accuracy rate throughout the distribution center
- In conjunction with our internal Auditors (Deloitte), established SOX Compliance narratives for distribution center operations
- Work with corporate Planners and Buyers to investigate inventory discrepancies and maintain correct inventory levels
- Supervise all inventory transfers between 6 different businesses of the company
- Establish technical configurations for running slotting and un-slotting of all bins to maintain proper bin availability
- Identify changes in work flow needs to properly allocate associates throughout the distribution center
- Contact for 3rd Party Logistics client (Express) for inquiries and support of their business needs
- Analyze daily inventory discrepancies throughout the distribution center
- Supervise a team of cycle counters to ensure all inventory locations in the distribution center were counted within a given timeframe according to SLA requirement
- Supervise and complete 2 different Physical Inventories (Retail & Direct product and Store Supplies product) per year.
- Complete bi-monthly SOX audits (cycle counts) with external and internal Auditors to ensure that the distribution center remained in SOX compliance.
- Interface with foreign trade zone team to coordinate, analyze and maintain a correct inventory level between the host system and Integration Point (FTZ system)
- Coach and mentor Operations Supervisors by answering systems questions and providing guidance in operational best practices
- Complete daily administrative management functions to maintain associate time punches, vacation requests, FMLA, etc
- Supervise the completion of daily replenishment waves to ensure the product was ready to be picked for customer orders

Warehouse Management System (PKMS) Super-User

(2008 – 2009)

- Chosen by executive leadership to implement new WMS system and establish go forward company procedures
- Through extensive training, became proficient in (WMS) and wrote multiple procedures for operations and support areas before implementation
- Created and delivered presentations to managerial associates across multiple U.S. based locations for use in associate level training
- Lead the implementation of the system (WMS) and performed quality assurance testing to ensure the system performed as per specifications
- Performed gap analysis on existing operating procedures and implemented process improvements post implementation
- Established and documented new procedures for all areas of the distribution center

Offsite Sort and Prep Supervisor

(2006 – 2008)

- Supervised all offsite production contractors, handling quality and prep issues at three different

sites

- Coordinated work flow with other supervisors, analyzing and prioritizing workload and allocating resources to ensure 24 hour SLAs were met
- Established a new criteria sheet to ensure each order being processed offsite captured quantity of units, cost per unit, and type of sort or prep being processed
- Negotiated prices, with offsite facilities, for each sort or prep order
- Completed initial presentation of the issue with the product, performed an audit of all orders being processed and reviewed the results with management/owners of offsite facilities.
- Resolved any issues that occurred during the audits to ensure Eddie Bauer's high quality standards
- Updated the Eddie Bauer Offsite Guidelines handbook
- Ensured all offsite procedures were followed for SOX compliance. Updated procedural changes, as needed
- Assisted in interviewing new offsite businesses for contract employment
- Monitored daily quotas and processed production sheets, documenting bonus level achievement accordingly

Inventory Control Coordinator (2003 – 2006)

- Created weekly schedule for accuracy inspections
- Approved time off for associates
- Completed weekly punch detail for pay roll using Kronos
- Held weekly departmental meetings for associates
- Wrote new procedures and updated existing procedures
- Investigated operational processes to ensure alignment with corporate procedures. Applied process knowledge to validate accuracy inspections and inventory processes.
- Investigated inventory and accuracy issues, throughout Retail and Direct operations, using multiple Mainframe applications.
- Resolved issues by communicating with operations Supervisors and Managers.
- Reviewed and performed troubleshooting on weekly and monthly inventory shrink reports before distribution
- Served as back-up for inventory analysts

Receiving Coordinator (1997 – 2003)

- Dispatched all inbound trailers to appropriate dock door for processing
- Coordinated the prioritization of trailer unloads and directed associates accordingly
- Ensured productivity and accuracy of unloading and keying products into the system
- Addressed receiving issues with trailers (freight claims, damages, wrong PO#, etc.)
- Completed daily reports for productivity, accuracy, forecasts etc.
- Communicated to corporate planners regarding PO issues (wrong items, overages, shortages, wrong business, etc.)
- Coordinated associate moves as priorities changed

Operations Associate (1992 – 1997)

- Receiving Coordinator/Lead
- 100% QA/Sample Coordinator
- Receiving Check Point Clerk
- Receiving QA Clerk
- Receiving and Heavy Equipment Trainer
- Regular Associate and Heavy Equipment Operator

Awards

- EBFS May 2005 Associate of the Month
- EBFS 2005 Associate of the Year
- Multiple I-ACT awards
- Certified WMS Super-User

Education

- Graduate of London High School

Interests and Activities

- Co-Owner and founder of Gorgeous Hair Design in Columbus, Ohio. Run the financial side of the business (bookkeeping, taxes, purchasing, payroll, etc.)
- Golf
- Traveling

References

- Available upon request