# OLIVIA SMITH

# **Building Materials Manager**

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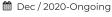
#### **PROFESSIONAL SUMMARY**

Results-driven Building Materials Manager with 5 years of experience in optimizing supply chain processes, managing inventory, and enhancing product quality. Proven track record in improving operational efficiency and customer satisfaction.

#### **WORK EXPERIENCE**

### **Building Materials Manager**

WidgetWorks Inc.



**耳** Denver, CO

- 1. Managed inventory levels and optimized stock to meet project demands efficiently.
- 2. Implemented cost-saving measures that reduced material expenses by 20% annually.
- 3. Coordinated daily deliveries and ensured compliance with safety regulations.
- 4. Developed and maintained strong relationships with suppliers to ensure quality materials.
- 5. Trained and supervised staff on best practices in inventory management and safety.
- 6. Analyzed market trends to forecast demand and adjust purchasing strategies accordingly.
- 7. Streamlined documentation processes to enhance operational efficiency and accuracy.

# **Building Materials Manager**

Summit Peak Industries

m Dec / 2019-Dec / 2020

- 1. Oversaw logistics and delivery scheduling to ensure timely project completion.
- 2. Supervised a team of 20+ employees, enhancing productivity and morale.
- 3. Conducted training sessions on new products and safety protocols.
- 4. Managed departmental budgets and tracked expenses to meet financial goals.
- 5. Collaborated with project managers to align material needs with project timelines.
- 6. Implemented a new inventory tracking system that improved accuracy by 25%.
- 7. Ensured compliance with industry regulations and company policies.

# **耳** Denver, CO

#### **EDUCATION**

# Bachelor of Science in Construction Management

University of Florida

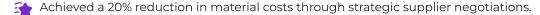
**耳** Denver, CO

Focused on construction materials, project management, and supply chain logistics.

# **SKILLS**

Inventory Management Supplier Relations Logistics Coordination Cost Analysis

#### **ACHIEVEMENTS**



Increased inventory turnover rate by 30% by implementing a new stock management system.

強 Led a team that improved customer satisfaction scores by 15% through enhanced service delivery.