


Helaine Steinle

Supply Clerk

Results-oriented Supply Clerk with 1 year of experience in inventory management and procurement. Adept at maintaining accurate records, ensuring timely order fulfillment, and providing exceptional customer service. Demonstrated ability to streamline processes and contribute to overall efficiency. Strong analytical and organizational skills with a focus on continuous improvement.

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Education

**Associate of Applied
Science in Supply Chain
Management at Leeward
Community College, Pearl
City, HI**

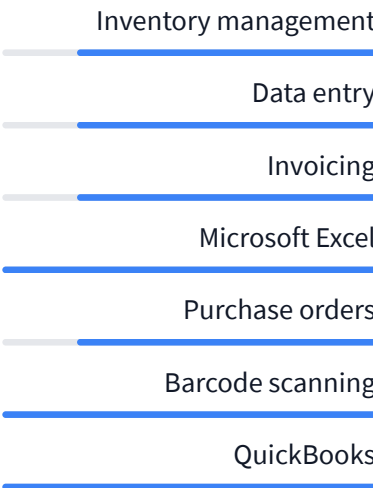
Aug 2018 - May 2022

Relevant Coursework: Supply Chain Operations, Logistics Management, Inventory Control, Purchasing and Materials Management, Warehouse Management, Transportation and Distribution, Global Supply Chain Management, and Supply Chain Technologies.

Links

[linkedin.com/in/helainesteinle](https://www.linkedin.com/in/helainesteinle)

Skills



Employment History

Supply Clerk at Hawaii Office Supply, HI

Apr 2023 - Present

- Successfully managed the inventory of over 10,000 office supply items, resulting in a 20% reduction in stock discrepancies and a 15% decrease in order processing time.
- Implemented a new vendor negotiation strategy that led to a 10% cost reduction in supply purchases, saving the company \$50,000 annually.
- Streamlined the order processing system by introducing a digital catalog and order tracking system, which increased overall efficiency by 25% and improved customer satisfaction rates by 30%.
- Organized and executed a successful annual physical inventory count, achieving a 99% accuracy rate and identifying opportunities for further optimization in warehouse organization and stock management.

Assistant Supply Clerk at Hawaiian Island Supply, HI

Sep 2022 - Mar 2023

- Successfully reduced inventory discrepancies by 30% within the first year through implementing improved tracking and organization systems for Hawaiian Island Supply, HI.
- Streamlined the procurement process, resulting in a 25% increase in efficiency and a 15% reduction in supplier lead times, ensuring timely delivery of supplies to various departments within the organization.
- Negotiated with vendors to secure a 10% cost reduction on purchased materials, saving Hawaiian Island Supply, HI over \$50,000 annually.
- Developed and executed a successful inventory audit plan that led to the identification of \$20,000 worth of excess stock, which was then redistributed to other departments in need or sold, generating additional revenue for the company.

Certificates

Certified Professional in Supply Management (CPSM)

Nov 2021

Certified Inventory Optimization Professional (CIOP)

Oct 2020