

Jordan Ferguson

Sandy, UT 84070

P: (801) 918-2157 | E: tehferg@gmail.com | LI: [Jordan Ferguson](#) | [LinkedIn](#)

INVENTORY CONTROL SPECIALIST

Detail-oriented Inventory Control Specialist with extensive experience digitally and physically monitoring inventory in compliance with all industry and government regulations. Responsive professional known for communication skills leading to high-quality customer service. Skilled manager known for building trust through integrity and transparency.

Technology

- Shipping software (FedEx; UPS)
- MS 365 Excel
- QAD – product movement tracking, within and without the company
- SQL
- Tableau
- RStudio

Professional Experience & Traits

- Managerial
- Customer service
- Highly dependable
- Creativity and conflict resolution
- Troubleshooting and issue resolution

Work History

Epic Windows and Doors | Salt Lake City, UT | May 2024- Present

Delivery Driver and Inventory Control

- Deliver products to the job site for customers.
- Speak with the project site manager about the time we'll arrive.
- Prep products for delivery
- Organize product for ease of locating
- Use technology to show the path the product took from the warehouse to delivery.
- Take pictures and videos to verify the delivery of the product and its condition.

Moog, Inc. | Salt Lake City, UT | June 2019-March 2024

Inventory Control Specialist

- Transitioned all domestic and international shipping records from paper to digital, ensuring easy access for FDA audit preparation.
- Located and verified international shipping codes for components and finished products per US International Trade Commission protocol.
- Operated warehouse forklift/pallet jack in various indoor and outdoor spaces according to safe standards.
- Received components from multiple delivery companies (UPS, FedEx, etc.).
- Coordinated inventory transfers from warehouse to production line and engineering, ensuring real-time tracking of all products.
- Accurately performed related transactions within QAD (tracking application system).
- Conducted inventory cycle counts and periodic physical inventories, verifying and reporting results precisely.

- Processed incoming returns and shipped repaired products according to company policies for Return Manufacturing Authorizations (RMAs).
- Performed various invoicing tasks in partnership with Accounts Payable. Tasks included amount due verification compared to purchase orders (POs) in alignment with contractual spending limits.

Smith's Food & Drug | Midvale, UT | December 2011-December 2019

Store Associate

Held a variety of positions in multiple locations during tenure.

Bakery Manager

- Communicated company, department, and job-specific information to associates.
- Established performance goals for the department and empowered associates to meet or exceed targets.
- Developed adequate scheduling to balance customer volume with associate needs.
- Supervised, trained, and coached direct reports on performance and professional development.
- Stayed current with present, future, seasonal, and special ads, ensuring supply met demand.
- Maintained an awareness of inventory conditions, noting any discrepancies in inventory in the computer tracking system.
- Performed daily, weekly, and monthly price changes by updating shelf tags and promotional signs.
- Adhered to all food safety regulations and guidelines.

Produce Clerk

- Ensured quality, freshness, selection, and adequate quantity to meet expected sales.
- Complied with all food and workplace safety rules and regulations, ensuring safety, cleanliness, and sanitation of work area, cooler, and equipment.
- Safely used and operated produce department-related equipment such as pallet jacks, hand trucks, knives, safety cutters, cut-resistant gloves, scales, garbage disposal, and sink.
- Upheld merchandising standards, maintaining an orderly appearance.

Baker

- Met the day's production goals for baked goods based on previous sales data and current sales goals.
- Maintained a clean and sanitized work area, complying with all store and government regulations.
- Efficiently received and unloaded merchandise and supplies.
- Gained and maintained knowledge of products sold within the department, enabling proper responses to customer questions and helpful product suggestions.
- Prepared special orders per customer requests.
- Used all equipment in the bakery, such as refrigerators, freezers, slicers, and ovens, according to company guidelines.

Education & Certifications

- **Data Analytics Certification**, Google Coursera
Feb 2025
- **Business Analytics Certification**, Western Governors University
Dec 2024
- **Supply Chain and Operations Major**, Western Governors University
Expected completion date: February 2026
- **General Education Degree**, Salt Lake Community College, West Valley City, UT
August 2021- December 2022
- **H&E Equipment Services**, Forklift certification Class I & III |
Viable from February 2023 – February 2026
- **H&E Equipment Services**, Scissor Lift Certification Group A type 3 |
Viable from November 2022 – November 2025
- **Master's Method**, HTS classification and export training
March 2021