

# BIRUK UMEKO

La Vergne, TN 37086  
615-609-3076 - birukelias2@gmail.com

## PROFESSIONAL SUMMARY

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Results-driven operations professional with experience at Saks Global, skilled in warehouse operations and client relations. Proven track record in maintaining inventory accuracy and enhancing workflow efficiency. Certified in operating powered industrial trucks, I excel in troubleshooting and adhering to safety protocols, ensuring operational excellence in fast-paced environments.

## SKILLS

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- Warehouse operations
- Operational excellence
- Client relations
- Package handling
- Microsoft office
- Scheduling appointments
- Loading and unloading
- Heavy lifting

## WORK EXPERIENCE

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01/2024 to Current **Operations Clerk**

**Saks Global** – La Vergne, TN

- Process and document inbound returned merchandise and outbound transfers with precision, ensuring compliance with company procedures and inventory accuracy.
- Coordinate daily return shipments and product movements between departments, maintaining clear communication with inventory control, quality assurance, and shipping teams.
- Operate powered industrial trucks (PIT), including forklifts, to load, unload, and transport merchandise across the facility safely and efficiently.
- Maintain detailed records of inventory movement using warehouse management systems (WMS) and perform cycle counts to support audit readiness.
- Troubleshoot discrepancies in shipments and returns, collaborating with team leads to resolve inventory issues in a timely manner.
- Adhere to OSHA safety standards and company protocols while operating heavy equipment and handling merchandise.
- PIT certified; consistently recognized for safe operation and adherence to productivity standards

02/2019 to 01/2024 **Production Technician**

**Smile Direct Club** – Nashville, TN

- Operate and maintain advanced manufacturing equipment in a high-volume, fast-paced dental aligner production environment.
- Perform detailed assembly, trimming, and finishing of custom dental aligners according to quality and production standards.

- Conduct in-process inspections and quality checks to ensure products meet specifications and SmileDirectClub's strict quality guidelines.
- Monitor machinery performance, perform basic troubleshooting, and escalate issues to maintenance or engineering teams as needed.
- Follow standardized work instructions and contribute to continuous improvement initiatives to enhance workflow efficiency and reduce downtime.
- Maintain accurate production records in digital tracking systems and support inventory management by reporting material usage and shortages.
- Adhere strictly to safety protocols, sanitation guidelines, and Good Manufacturing Practices (GMP) in a regulated lab environment.

## EDUCATION

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**High School Diploma**  
**Shone High School**

**Bachelor of Science: Nursing**  
**University of Gondar**

## LANGUAGES

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English

Amharic