

# LEAH MACATANGAY

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41 Mississauga Valley Boulevard #9, Mississauga, ON L5A 3N5

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## CAREER OBJECTIVE

An industrial engineer with six years experience in technical and operational support who is passionate about optimization, sustainability, and problem solving to create value in the organization. Has experience in inventory audit, processing procurement orders, and developing standard operating procedures. Also, a self-motivated, analytical, organized, and highly efficient professional interested in supply chain and project management industry.

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## EDUCATION

- **Project Management** *May 2022 - December 2022*  
*Humber College Ontario, CA*  
*Award: Dean's List Honours*
- **Supply Chain Management** *September 2021 - April 2022*  
*Humber College Ontario, CA*  
*Award: Dean's List Honours*
- **BS Industrial Engineering** *June 2009- October 2014*  
*Batangas State University, Batangas, Philippines*

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## WORK EXPERIENCE

**Inventory Auditor** *August 2023 - November 2023*  
*Shuffle Space Inc.*

- Generated the list of items and location that needs to get checked to make sure that every quantity of the item will be captured
- Checked the item physically at the location to make sure that it is properly stored and identify if it is cataloged correctly based on the standard cataloging procedure.
- Did cycle counting by checking the quantity of the item based on its location on the system to make sure that the actual quantity and quantity on the platform matched.
- Conducted an investigation based on analytics and data about the reason for discrepancy of quantity to make sure that mistake won't happen again. Also, adjusted the quantity on the system to correct the discrepancy and increase accuracy to the inventory.
- Developed a report about the items that needs to further investigate and findings to help in improvement and standardization of procedure in cataloging and inventory of the items.

**Inbound and Outbound Verifier** *August 2022 - November 2023*  
*Shuffle Space Inc.*

- Checked and inspected inbound items and made sure that the company received the right quantity and no damaged items. Also, update the condition and quantity of the item on the platform and report any damage if needed.
- Reported to the customer service team and operations manager any discrepancies of quantity to the inbound items to address properly to the client.
- Identified the new items to create a receiving order and to cataloged on the system.
- Verified and inspected outgoing items to ensure that the client will receive the right quantity

of order, and none damage items.

- Developed a report about the order and coordinated with the logistic coordinator the missing or damaged items to update the customer regarding the order.
- Updated the condition and quantity of the items on the platform and created a damage report if needed.
- Assisted the client request by adding additional items or rush order to fulfill or complete the delivery and meet customer satisfaction.

### **CAP 3 Associate**

**October 2021– August 2022**

*Walmart*

- Arranged the setting, merchandising, and signing features before the opening of the store.
- Pulled pallets of merchandise to and from the sales floor using a pump truck.
- Put away the product on its respected sales floor and stock using FIFO method to ensure that the products on display were new.
- Prepared the sales floor for store opening

### **Technical Support Engineer/Procurement Associate**

**May 2015 – June 2021**

*Advanced Security and Detection System Inc.,*

- Worked under direct supervision of Engineering Operations Manager, and was responsible to analyze X-ray machine's reliability/performance through standard check sheet
- Monitored machines spare parts inventory and collaborated within the suppliers for the department's requested spare parts for the machine.
- Created purchase order for spare parts and sent to our suppliers to ensure that we have the spare parts onhand during the maintenance
- Communicated with the suppliers to ensure that orders of spare parts will be delivered in expected quantity, expected date of arrival, and if ever quality of the item has an issue
- Coordinated with our clients, team, and 3PL to make sure that everyone is updated whenever there are changes with the delivery of the item
- Developed a standard operating procedure for the preventive maintenance of baggage X-ray machines when needed.
- Prepared documents for the company's projects such as spare parts inventory, manpower scheduling and planning, monthly report of machines performances, standard operating procedure of technical activities of machines

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## **SKILLS**

- Microsoft Office Applications (Word, Excel, PowerPoint, Outlook, MS Project)
- Capable of using different software (Tableau, Jira, SAP, Dynamics 365)
- Knowledgeable in Inventory Management, Process Improvement, Procurement, Data Analysis, Supply chain and Project Management, Basic Auditing Skills
- Detailed oriented, adaptable, fast learner, and team player

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## **REFERENCES**

### **Thyago Lustosa**

*Operations Manager*

*Shuffle Space Inc.*

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### **Jane Nguyen**

*Inventory Coordinator*

*Shuffle Space Inc.*

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