



AVA DAVIS

Junior Asset Management Coordinator

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PROFESSIONAL SUMMARY

Dynamic professional with two years of asset management experience focused on inventory oversight and compliance. Adept at enhancing operational efficiency through effective tracking and reporting. Eager to contribute analytical skills and collaborate with teams to drive informed decision-making and optimize asset performance.

WORK EXPERIENCE

Junior Asset Management Coordinator 📅 Mar / 2024-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- Coordinated asset management processes to optimize resource allocation and utilization.
- Monitored asset performance and provided regular reports to stakeholders.
- Organized supply deliveries to departments and ensured timely fulfillment of requests.
- Oversaw surplus equipment and supply inventories, optimizing resource allocation.
- Assisted in the development of asset management strategies and policies.
- Evaluated and recommended purchases for medical and non-medical supplies to meet operational needs.
- Maintained accurate records of all assets and their conditions.

Asset Management Coordinator 📅 Mar / 2023-Mar / 2024
Summit Peak Industries 📍 Denver, CO

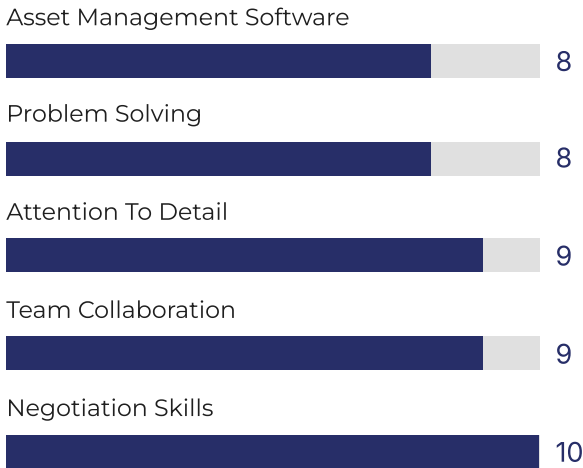
- Collaborated with operations to manage inventory and streamline work orders effectively.
- Processed sales orders in SAP, ensuring timely shipment of medical equipment to facilities.
- Assisted customers in tracking and scheduling deliveries of equipment accurately.
- Maintained corporate asset records, ensuring accurate tracking of company resources.

EDUCATION

Bachelor of Science in Business Administration 📅 Mar / 2022 - Mar / 2023
University of Illinois 📍 Phoenix, AZ

Focused on asset management and financial analysis, developing skills in data-driven decision-making.

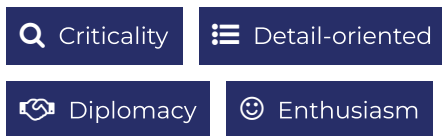
SKILLS



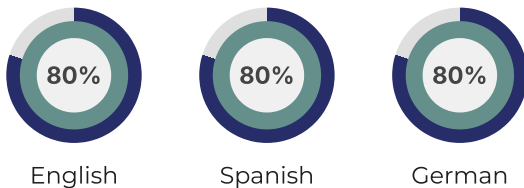
INTERESTS

- 🎨 Art
- 🤝 Volunteering
- 🌲 Hiking
- 🧘 Yoga

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Streamlined inventory processes, reducing discrepancies by 20%.
- ★ Successfully managed vendor relationships, leading to a 15% cost reduction.