

OLIVIA SMITH

ICQA Associate

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PROFESSIONAL SUMMARY

Detail-oriented ICQA Associate with 5 years of experience in inventory control, quality assurance, and process optimization. Proven track record in enhancing operational efficiency and accuracy in fast-paced environments.

WORK EXPERIENCE

ICQA Associate Dec / 2020-Ongoing
WidgetWorks Inc. Denver, CO

- 1. Trained new associates on ICQA processes, enhancing team productivity and accuracy.
- 2. Consistently achieved operational goals, striving for 110% performance daily.
- 3. Resolved issues within inventory management systems to maintain workflow efficiency.
- 4. Collaborated with department managers to identify and eliminate operational barriers.
- 5. Conducted safety training, including CPR and evacuation drills, ensuring compliance and preparedness.
- 6. Facilitated SRB meetings with senior operations staff to discuss performance metrics and improvements.
- 7. Utilized handheld scanners to accurately locate and manage inventory across the facility.

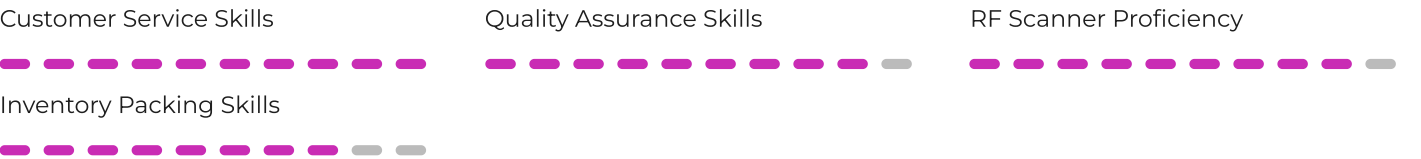
ICQA Associate Dec / 2019-Dec / 2020
Silver Lake Enterprises Seattle, WA

- 1. Executed various inventory control functions using handheld scanners to ensure accuracy.
- 2. Operated forklifts for labeling and stowing merchandise, maintaining safety standards.
- 3. Maintained accurate inventory records, contributing to overall operational efficiency.
- 4. Conducted cycle counts and managed inventory discrepancies effectively.
- 5. Performed inventory checks while operating cherry pickers and RF scanners.
- 6. Trained new employees on cherry picker operations, enhancing team capabilities.
- 7. Participated in the Amazon audit team, ensuring compliance with inventory standards.

EDUCATION

Bachelor of Science in Logistics Dec / 2018-Dec / 2019
University of Illinois Toronto, ON
Focused on supply chain management and inventory control processes.

SKILLS



ACHIEVEMENTS

- ★ Achieved 99% accuracy in inventory audits, reducing discrepancies by 15%.
- ★ Implemented new training protocols that improved onboarding efficiency by 30%.
- ★ Led a team initiative that enhanced warehouse safety compliance, resulting in zero accidents for 6 months.