

# OLIVIA SMITH

Inventory Administrator

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## PROFESSIONAL SUMMARY

Enthusiastic Inventory Administrator with 2 years of experience in managing inventory levels and conducting cycle counts to ensure accuracy. Proficient in entering data into ERP systems and generating reports to optimize supply chain operations. Committed to enhancing inventory efficiency and supporting team objectives through effective communication and organization.

## WORK EXPERIENCE

**Inventory Administrator**  
Seaside Innovations

Feb / 2024-Ongoing  
Santa Monica, CA

- Managed inventory levels through regular cycle counts and accurate data entry in ERP systems.
- Generated detailed reports on stock levels and inventory movements to support operational decisions.
- Coordinated incoming and outgoing shipments to ensure timely delivery of materials.
- Maintained organized storage areas by inspecting and labeling new inventory.
- Monitored supply levels to prevent shortages and overstock situations.
- Provided administrative support, including scheduling and documentation management.
- Improved office efficiency by optimizing filing systems and procedures.

**Inventory Administrator**  
Silver Lake Enterprises

Feb / 2023-Feb / 2024  
Seattle, WA

- Conducted inventory analysis for over 800 hospital accounts, ensuring compliance with supply chain standards.
- Maintained accurate DOT maintenance files for all trucks and trailers to meet federal regulations.
- Utilized RFID and EDI technology for precise inventory tracking and reporting.
- Compiled records of inventory quantities, types, and values to support audits and compliance.
- Regularly counted and posted inventory totals to maintain accurate records.
- Collaborated with team members to ensure inventory accuracy and operational efficiency.

## EDUCATION

**Bachelor of Science in Business Administration**  
University of Phoenix

Feb / 2022-Feb / 2023  
Portland, OR

Focused on supply chain management and inventory control techniques.

## SKILLS



## ACHIEVEMENTS

- Reduced inventory discrepancies by 20% through meticulous cycle counting and data entry.
- Streamlined shipping processes, improving delivery times by 15% through effective inventory management.
- Developed a reporting system that increased visibility of stock levels, enhancing decision-making.