

# Robert Smith

## *Sr. Inventory Analyst*

### PERSONAL STATEMENT

Energetic, personable and motivated leader with proven ability to effectively lead personnel and manage multiple tasks and projects to meet deadlines. Self-starter and strong team member, highly adaptable to ever changing circumstances and business demands. Key member in any team, able to work in highly competitive and fast paced environments. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels.

### WORK EXPERIENCE

#### ***Sr. Inventory Analyst***

**ABC Corporation - January 2012 - June 2013**

##### *Responsibilities:*

- Inventory Control and management of hospital merchandise.
- Perform cycle counts utilizing reports and accrued data.
- Manage facility and vendor returns/credits.
- Responsible for the implementation of new and merged items to the warehouse.
- Analysis of merchandise to consolidate and maximize cost savings.
- Manage picking and stocking errors to increase inventory accuracy.
- Coaching and development of warehouse material handlers and receiving associates.

#### ***Inventory Analyst***

**VWR International - 2008 - 2012**

##### *Responsibilities:*

- All aspects of Inventory Control for SE Division & Order processing.
- Liaison for local and corporate buyers by maintaining active purchase orders, ensuring proper receipt, credits, payments and returns.
- Revise product entries consisting of; UOM, pricing, description, hazmat coding, shipping requirements, new product requests and discontinued items.
- Direct contact for all assigned vendors.
- Resolution of delinquent payments to vendors.
- Recall specialist for non-conforming product.
- Adhere and ensure all FDA standards, product warnings and internal quality control procedures are followed and met..

### Education

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Inventory Management,  
Customer Service, Light  
Cleaning, Basic  
Computer Skills, Data  
Entry, 10 Key.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)