ROBERT SMITH

Inventory Auditor I

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SUMMARY

Seeking to pursue a career in the (add field/position based on job you apply to) where can utilize strengths and existing interpersonal, research, and customer service skills in a diverse growth oriented organization.

CORE COMPETENCIES

Compute, Typing, Customer service.

PROFESSIONAL EXPERIENCE

Inventory Auditor I

ABC Corporation - July 2013 – October 2013

Key Deliverables:

- Inventory Auditor provided auditing and inventory solutions to Fortune 500 companies.
- Traveled extensively, and accepted long and short assignments and shifts.
- Maintained a high level of confidentiality in all duties, excellent and built positive relationships with clients thus gaining their trust and confidence.
- Ensured the accuracy and integrity of the data collected in all inventories worked.
- Engaged and worked effectively with and assisted other Team Members.
- Contributed initiatives to explore and suggest new approaches.
- Achieved established average per hour counting goals.

Inventory Auditor

ABC Corporation - 2008 – 2013

Key Deliverables:

- Conducted store inventories.
- Used computer program to track inventory.
- Ensured inventory integrity through on-going analysis and reconciliation of the physical to perpetual inventory and inventory transactions.
- Performed audits Cycle counts and cause analysis.
- Determined and reviewed work practices.
- Was responsible for cycle counting, auditing, researching, quality inspections, customer returns, shortages and inventory adjustments.
- Reported on audit results..

EDUCATION

- (Forest Park High School - Woodbridge, VA)

2259 Oak Street, Old Forge, New York, 13420

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