

Robert Smith

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Inventory Control Analyst I

SUMMARY

Service-oriented Inventory Control Analyst I with 11 years background in fast-paced work environments. Core competencies include attention to detail, diligence under pressure, and a fierce work ethic as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

SKILLS

Inventory Management, Budget Planning, Trainer, Accounting, Sage, Accpac, Great Plains, SAP, AS400, JD Edwards

WORK EXPERIENCE

Inventory Control Analyst I

Wkm - May 2008 - Present

- Reporting daily revenue numbers and maintaining the data in the Sharebuilder data software.
- Placing and rejecting relevant spots onto the stations broadcast log to ensure maximum revenue.
- Coordinating with sales personnel in the implementation of make goods and available inventory.
- Analyzing and reporting the current sellout levels and rates to station management for budget and planning purposes.
- Supplying initial recommendations for upcoming rate cards and budget projections.
- Assisting in answering questions of all sales personnel on the wide orbit traffic management system.
- Publishing broadcast schedules to the companys website, listing services, and phone system.

Inventory Control Analyst

ABC Corp - October 2007 - May 2008

- Maintained local, program, and company, logistics operating instruction.
- Maintained complete support of wireless services to include hardware procurement, issue, user tracking, technical support, and disposition.
- Recognized for inventory accuracy and solving discrepancies improving production scheduling and material storage.
- Assisted with semi-annual physical inventories including preparation, cutoffs, counts, and reconciliation of discrepancies.
- Coordinated and improved cycle count process, analyzed cycle count information and made necessary adjustments.
- Responsible for departmental inventory management, ensuring adequate inventory of materials and products in accordance with inventory cycles.
- Collaborated with inventory control supervisors to determine inventory strategies through the products life cycle.

EDUCATION

Continuing Education - Non Degree Seeking in Accounting - 2012 to 2013 (Valencia Community College - Orlando, FL) Bachelor Of Science in Mass Communications - (University Of Utah - Salt Lake City, UT)