

# ROBERT SMITH

## Inventory Control Coordinator I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Inventory Analysis, Purchasing and Accounts Payable. Able to successfully influence and engage high levels of the organization. Demonstrated leadership skills. Detail oriented and dedicated team player.

### CORE COMPETENCIES

Inventory management, Excel, Word, Powerpoint, SAP ERP, AS400, WMS systems, forklift experience, Windows, Mac OSX.

### PROFESSIONAL EXPERIENCE

#### Inventory Control Coordinator I

ABC Corporation - October 2008 – December 2011

##### Key Deliverables:

- Performed daily in depth review and related root cause analysis associated with warehouse inventory quantity variances to maintain the integrity of warehouse inventory on hand quantity.
- Collaborated with inventory control manager in developing methods of monitoring transactional data to ensure user compliance with guidelines and processes for newly established Oracle based warehouse management system.
- Research delivery discrepancies, complete analysis for customer returned product, assigned return reason codes, and process subsequent system transactions associated with customer credits.
- Created count sheets utilized for companys first Physical Inventory under new warehouse management system.
- Perform daily inventory counts and analyze product transactional history to determine appropriate resolution including but not limited to system on hand quantity adjustments.
- Provide support and guidance to various departments within the company to include Warehouse personnel as well as Procurement, Accounts Receivable and Customer Service professionals.
- Maintained bar code labels for over two thousand bin locations utilizing Zebra bar code printer.

#### Inventory Control Coordinator

ABC Corporation - 2004 – 2008

##### Key Deliverables:

- Properly utilized warehouse equipment and tools to increase productivity, efficiency, and safety.
- Staged final products for shipment.
- Attached identifying tags to containers.

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- Read work orders or received oral instructions to determine work assignments and material or equipment needs.
- Recorded numbers of units handled and moved, using daily production sheets or work tickets.
- Used item numbers to properly stock warehouse.
- Compiled financial reports pertaining to cash receipts, expenditures and profit and loss..

### EDUCATION

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