



# JAMES CLARK

## Inventory Coordinator

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📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Shipping Coordination



Logistics Management



Receiving Procedures



Communication Skills



Process Improvement



### 🎯 INTERESTS

🧘 Meditation

🤝 Community Service

🎵 Music

🧘 Yoga

### 👊 STRENGTHS

🛡 Resilience

🔍 Criticality

🚩 Determination

⚡ Agility

### 🗣 LANGUAGES



English



Spanish



Mandarin

### 🌟 ACHIEVEMENTS

- 🌟 Implemented a new inventory tracking system that reduced discrepancies by 30%.
- 🌟 Streamlined shipping processes, achieving a 99% on-time delivery rate.

### 👤 PROFESSIONAL SUMMARY

Detail-oriented Inventory Coordinator with over 5 years of experience in managing stock levels, optimizing inventory processes, and ensuring accurate record-keeping. Proven ability to analyze data and implement effective inventory control strategies that reduce costs and improve efficiency. Strong communication skills and a collaborative approach to working with cross-functional teams to meet organizational goals.

### 💼 WORK EXPERIENCE

#### Inventory Coordinator

Seaside Innovations

📅 Feb / 2022-Ongoing

📍 Santa Monica, CA

1. Manage and maintain the company's inventory, ensuring accurate stock profiles and locations.
2. Develop metrics to assess production planning and material execution effectiveness.
3. Coordinate receiving, shipping, and inventory status reports to meet deadlines.
4. Implement new methods and systems to enhance performance and efficiency.
5. Collaborate with departments to optimize material flow and operations.
6. Achieved 99% inventory accuracy for 1000 SKUs through effective management.
7. Increased on-time delivery rates to over 99% by improving shipping and receiving processes.

#### Inventory Control Coordinator

Silver Lake Enterprises

📅 Feb / 2020-Feb / 2022

📍 Seattle, WA

1. Initiated daily counts of inventory and performed reconciliations.
2. Executed purchase orders and coordinated deliveries to prevent production delays.
3. Maintained open communication with production and QA for material availability.
4. Audited production for accuracy in financial reporting and efficiency.
5. Reviewed purchase orders for accuracy, reducing financial discrepancies.

### 🎓 EDUCATION

#### Bachelor of Science in Supply Chain Management

University of Illinois

📅 Feb / 2018 - Feb / 2020

📍 Denver, CO

Focused on inventory control, logistics, and supply chain optimization.