



# AMELIA MOORE

## Inventory Controller/Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Excellent Excel/Microsoft Office



Excellent ability



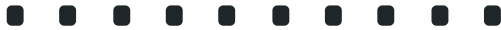
Microsoft Excel



Database Management



Inventory Software



### 🎯 INTERESTS

🔧 DIY Projects    ✂️ Crafting

🌀 Meditation    🏛️ History

### 👊 STRENGTHS

🌿 Humility    💡 Innovation

👁️ Insightfulness    ✅ Integrity

### 🗣️ LANGUAGES



English



Japanese



Swahili

### 🏆 ACHIEVEMENTS

🌟 Achieved a 25% reduction in inventory discrepancies through improved tracking methods.

🌟 Implemented a new inventory management system that increased efficiency by 40%.

### 👤 PROFESSIONAL SUMMARY

Seasoned sales/customer service professional with excellent people and organizational skills gained from handling sales for a major airline and owning/operating a small business. Natural leader with a positive attitude and the ability to grasp new concepts easily. Complete multiple projects and tasks in an efficient and timely manner.

### 💼 WORK EXPERIENCE

#### Inventory Controller/Coordinator

📅 May / 2018-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Managed the inventory control function for a wholesale provider of flower bulbs and perennials.
2. Efficiently maintained four different inventory systems with thousands of different products to ensure all departments had necessary inventory information.
3. Audited inventory by manually counting warehouse supplies to ensure accuracy.
4. Correspond with purchase orders and effectuate corresponding adjustments.
5. Making sure high-end merchandise get put away in the maximum security cage for sales.
6. Adjusted inventory in Commercial Ware to reflect changes made in Warehouse Management System.
7. Created and analyzed project reports to anticipate future shortages of merchandise.

#### Inventory Controller

📅 May / 2015-May / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. UPS is a global multi-billion-dollar corporation with one of the most recognized brands in the world.
2. UPS is the world's largest package delivery company and a leading global provider of specialized transportation and logistics services.
3. Developed a detailed understanding of the supply chain concept and sustained secure and timely product output.
4. Maintained records associated with each package and ensured packages were distributed to their proper locations.
5. Executed follow up procedures to ensure package labels contained clear and accurate information.
6. Generated detailed reports of inbound and outbound traffic.

### 🎓 EDUCATION

#### Bachelor of Science in Business Management

📅 May / 2012-May / 2015

University of California

📍 Portland, OR

Focused on supply chain management and logistics principles.