



# AMELIA MOORE


Night Stock Manager

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## PROFESSIONAL SUMMARY

Accomplished Night Stock Manager with a decade of experience in optimizing inventory processes and leading dynamic teams in retail settings. Proven ability to enhance operational efficiency and foster team collaboration to achieve stock management excellence. Committed to implementing innovative strategies that drive productivity and ensure high standards of inventory accuracy.

## WORK EXPERIENCE




**Night Stock Manager**  Jun / 2019-Ongoing  
**WidgetWorks Inc.**  Denver, CO

- 1. Supervised a team of 8-12 employees, enhancing team performance and accountability.
- 2. Managed and organized 2000-3000 piece grocery trucks to ensure efficient workflow.
- 3. Oversaw the receipt of Frozen, Produce, and Perishable trucks to maintain stock integrity.
- 4. Maintained proactive communication with store managers to optimize inventory levels.
- 5. Trained new hires, leveraging individual strengths to enhance team dynamics.
- 6. Developed and executed employee schedules to maximize labor efficiency.
- 7. Streamlined stock room organization through effective receiving, unpacking, and inspection of merchandise.

**Night Stock Manager**  Jun / 2015-Jun / 2019  
**Lakeside Apparel Co**  Chicago, IL

- 1. Led a team of 6-8 employees in nightly stocking operations, ensuring efficient task completion.
- 2. Ensured all products were restocked on shelves nightly, maintaining optimal inventory levels.
- 3. Organized and cleaned back rooms and backstock pallets to improve operational flow.
- 4. Coordinated the receipt of frozen and perishable trucks during night shifts.
- 5. Delegated tasks effectively, ensuring timely completion of nightly objectives.
- 6. Supervised co-workers in completing tasks such as stocking shelves and unloading trucks.

## EDUCATION

**Bachelor of Science in Business Administration**  Jun / 2012  Jun / 2015  
**University of Florida**  Portland, OR

Focused on management principles and inventory systems.

## SKILLS

Inventory Management Software Proficiency


Stock Control Optimization


Inventory Management


Stock Control


Supply Chain Coordination

## INTERESTS


 Gardening


 Travel


 Astronomy


 Drawing

## STRENGTHS

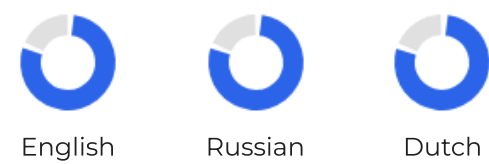
 Motivation

 Assertiveness

 Sincerity

 Insightfulness

## LANGUAGES



## ACHIEVEMENTS

- ★ Implemented a new stock tracking system that improved inventory accuracy by 25%.
- ★ Reduced stock discrepancies by 30% through enhanced auditing processes.
- ★ Trained and developed new staff, resulting in a 40% decrease in onboarding time.