



# EVELYN WHITE

Parts room Clerk

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## PROFESSIONAL SUMMARY

Bringing 7 years of robust experience in parts management, I excel in maintaining inventory accuracy and ensuring timely parts delivery. My expertise lies in optimizing order processes and supporting maintenance teams, driving operational efficiency in fast-paced settings. I am eager to leverage my skills to enhance service quality and contribute to a collaborative work environment.

## WORK EXPERIENCE

Parts room Clerk  
WidgetWorks Inc. Apr / 2021-Ongoing  
Denver, CO

- Monitored and managed inventory levels using the Maximo reporting system to ensure stock accuracy.
- Conducted weekly cycle counts to maintain optimal inventory in both main and overflow storerooms.
- Assisted maintenance personnel by providing timely access to parts and ensuring proper inventory storage.
- Maintained a clean and organized storeroom environment to promote safety and efficiency.
- Executed daily inventory transactions and accurately recorded stock movements.
- Collaborated with the purchasing department to manage parts requisition and supply needs.
- Utilized organizational skills to enhance workflow and operational efficiency within the parts room.

Parts room Clerk  
Silver Lake Enterprises Apr / 2018-Apr / 2021  
Seattle, WA

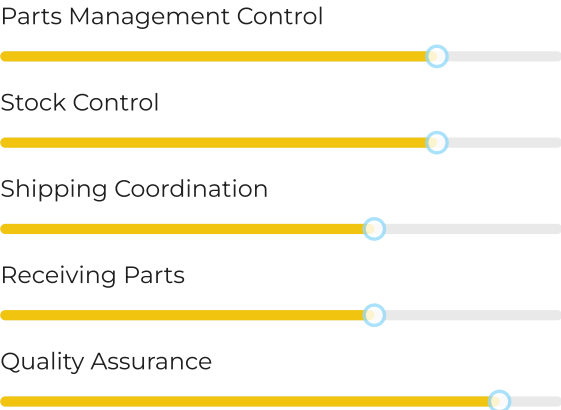
- Operated inventory management software and Microsoft Office to maintain accurate records and documentation.
- Coordinated with the purchasing department to procure necessary parts and supplies efficiently.
- Recorded and filed various documents related to inventory and maintenance activities.
- Created and updated work orders for preventative maintenance and repairs.
- Implemented a systematic approach to inventory organization, ensuring quick access to parts.

## EDUCATION

Associate of Applied Science in Logistics  
Central Community College Apr / 2015-Apr / 2018  
Denver, CO

Focused on inventory management, supply chain logistics, and operational efficiency.

## SKILLS



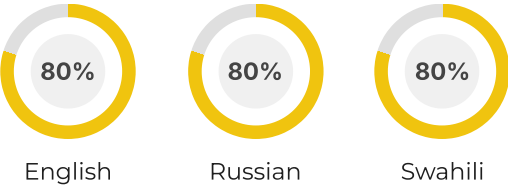
## INTERESTS

- Meditation      Crafting  
Cycling      Dancing

## STRENGTHS

- Insightfulness      Dedication  
Detail-oriented      Intuition

## LANGUAGES



## ACHIEVEMENTS

- Reduced inventory discrepancies by 15% through accurate cycle counts and audits.
- Streamlined parts retrieval process, decreasing retrieval time by 20%.
- Implemented a new inventory tracking system, improving order accuracy by 25%.