

SOPHIA BROWN

Supply Clerk

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Resourceful Supply Clerk with two years of experience managing inventory and logistics in fast-paced environments. Proficient in maintaining accurate records, processing purchase requests, and ensuring compliance with safety regulations. Committed to enhancing operational efficiency while fostering teamwork and communication. Eager to leverage military experience and organizational skills to contribute to your team's success.

WORK EXPERIENCE

Supply Clerk

Maple Leaf Consulting

Mar / 2024-Ongoing
Toronto, ON

- Load, off-load, sort, and tag materials for customers according to established systems.
- Select optimal storage locations and record them in the inventory locator system.
- Maximize warehouse space utilization for effective inventory management.
- Process customer orders by pulling items from stock and preparing them for delivery.
- Ensure compliance with Hazmat storage regulations and safety protocols.
- Operate material handling equipment safely and efficiently.
- Conduct vehicle inspections and provide transportation services as needed.

SUPPLY CLERK

Summit Peak Industries

Mar / 2023-Mar / 2024
Denver, CO

- Oversaw supply chain operations including receiving, storing, and issuing various materials and equipment.
- Maintained inventory procedures to ensure optimal stock levels and accuracy.
- Coordinated the disposal of HAZMAT and non-HAZMAT materials according to established guidelines.
- Operated forklifts and other equipment to manage warehouse logistics.
- Processed materials for disposal and managed paperwork for obsolete items.
- Facilitated the redistribution of reusable materials to save costs for the organization.

EDUCATION

Associate of Applied Science in Supply Chain Management

Midwestern Community College

Mar / 2022-Mar / 2023
Seattle, WA

Studied logistics, inventory control, and supply chain operations.

SKILLS

Receiving Goods



Bilingual Communication



Order Fulfillment



Warehouse Organization



ACHIEVEMENTS

- Streamlined inventory processes, resulting in a 20% reduction in stock discrepancies.
- Successfully coordinated logistics for over 50 shipments, ensuring timely delivery and compliance with safety standards.
- Implemented a new tracking system that improved inventory accuracy by 30%.