

# ROBERT SMITH

## Traveling Inventory Associate

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Traveling Inventory Associate is responsible for Establishing a good working relationship with management, Maintaining an accurate inventory by tracking sales and purchases by department, Ensuring that each department has enough merchandise/accessories to fulfill its needs; this includes keeping a stock.

**MAY 2013 - AUGUST 2013**

### **TRAVELING INVENTORY ASSOCIATE - ABC CORPORATION**

- Kept track of shop order numbers, and create a database to track sales orders.
- Processed invoices and keep track of payment dates.
- Managed stock levels on a daily basis to ensure that all items have enough stock for customers to receive their orders on time.
- Prepared shipping labels for outgoing items to be shipped to customers, and prepare inbound shipping labels for incoming shipments.
- Maintained tracking numbers for shipments from suppliers.
- Identified critical items or items on backorder, and alert management when necessary.
- Handled returns with fast turnaround times.

**2008 - 2013**

### **TRAVELING INVENTORY ASSOCIATE - DELTA CORPORATION**

- As a Inventory Associate I am responsible for making sure everything is counted for in stores such as Walmart, Sams Club and Victoria Secret.
- Complete full inventory for stores all over Southern California providing accuracy and ensuring speed.
- Duties include counting inventory and set up of stores and equipment.
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- Collecting and entering inventory data for different companies, required me to be quick and efficient and to work well solo and in teams.
- Leader in various different projects and also always at the top of production.

## **EDUCATION**

Diploma

## **SKILLS**

Inventory Clerk, Java, HTML, Html5, CSS, CSS3, Computer Literate, Computer , Hard Worker, Forklift Operator, Pallet Jack.