

# Robert Smith

## Traveling Inventory Associate

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### SUMMARY

As a Traveling Inventory Associate, responsible for Managing the inventory and supply chain, Ensuring items are in stock at all times, Working with other team members to ensure that inventory levels meet customer needs, Working with shipping and receiving departments to ensure a smooth flow of shipments from warehouses and distribution centers to customers locations.

### SKILLS

Customer Service, Stocking, Product Ordering.

### WORK EXPERIENCE

#### Traveling Inventory Associate

ABC Corporation - May 2013 - August 2013

- Reported regularly on sales trends, order placement activity and customer service issues.
- Maintained a high level of proficiency with all equipment used in our business including but not limited to pick up equipment, palletizing equipment, staging equipment, packing equipment etc.
- Coordinated shipping schedules with supplier's and freight companies.
- Maintained a professional demeanor with customers by providing excellent customer service.
- Ensured that inventory levels are maintained and ordered within time frames.
- Handled all shipping needs for product orders.
- Secured proper packing materials for shipments to ensure product quality.

#### Traveling Inventory Associate

Delta Corporation - 2008 - 2013

- Follow established procedures when receiving items from suppliers.
- Perform daily inventories with minimum supervision from management.
- Maintain stock control at assigned warehouses.
- Manage inventory and product development.
- Manage the day-to-day operation of the business.
- Provide excellent customer service to customers and vendors.
- Assist in developing a complete product offering with a positive impact on sales.

### EDUCATION

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