



# Philip Ruggiero

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## PROFESSIONAL SUMMARY

Detail-oriented Inventory Control Analyst experienced in conducting inventory counts, checking paperwork and investigating variances. Efficient and hardworking team player with excellent organizational and analytical abilities. Looking for a fast-paced position with EPRI.

## SKILLS

- Technical Liaising and Consulting
- Data Capture and Analysis
- Attentive and Observant
- 5S Principles
- Inventory Monitoring and Management
- Workflow Planning
- Pattern Recognition
- Storage and Supply Management
- Inventory and Supply Control

## WORK HISTORY

### INVENTORY CONTROL ANALYST

03/2018 to CURRENT

#### CVR | Charlotte, NC

- Audited and corrected discrepancies in inventory numbers.
- Completed physical inventory counts each month.
- Recorded information, shortages and discrepancies to keep records current and accurate.
- Completed daily cycle counts to maintain accuracy of records.
- Verified incoming products and checked delivery totals to keep system records current and accurate.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Managed complex projects as directed by leadership, delivering positive outcomes within time and budget constraints.
- Gathered and analyzed data to forecast trends and recommend adjustments.
- Helped create and improve inventory control policies.

### CUSTOMER SERVICE ASSOCIATE

04/2016 to 04/2020

#### GAMES WORKSHOP | Charlotte, NC

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Prepared necessary travel documentation for national and international trips to diverse locations.

### LAB TECHNICIAN

08/2016 to 12/2017

## EDUCATION

### **DATACOLOR | Charlotte, NC**

- Tracked collected specimens by initialing, dating and noting times of collection.
- Oversaw items in inventory and reordered before supplies diminished.
- Performed testing and quality control using approved laboratory procedures and instrumentation.
- Maintained documentation on tests performed in lab.

### **High School Diploma**

2007

### **SOUTH MECKLEMBURG HIGH SCHOOL, Charlotte, NC**

GPA: 3.60/4.0