**Ashley Adams C:901-437-9967 Email:Ashleyadams9089@yahoo.com**

Skills

* **Inventory Control**
* **Inventory Management**
* **Logistics**
* **Supply Chain**

Education

**Diploma: Kirby High School**

Work Experience:

**Inventory Management Specialist**

**Hyve - Memphis, TN**

**July 2017 to Oct 2019**

* Monitor and anticipate the rate of sale for each type of product offered by a business, make sure that your company's distribution centres and warehouses maintain inventory levels necessary to meet projected sales demands.
* Writing inventory reports, performing cycle counts, determining periodic asset valuations, advanced organization skills, spreadsheets detailing the various elements and aspects of inventory.
* Researching past sales trends and staying informed of current sales trends that influence inventory demand, oversee the level of incoming products and ensure that it stays balanced with the level of outgoing products.
* Performing yearly audit functions and proving that all products were bought, handled and sold in compliance with rules and regulations.
* Issue resolution and reporting regarding inventory exceptions; such as, wave deselections, blocked inventory, virtual inventory, broken pre-packs, ASN aging, disposition of inactive product.
* Handling ambiguity and working with limited supervision.

**Inventory Clerk**

**Fedex Supply Chain - Memphis, TN April 2014 to May 2017**

* Coordinated logistics of all facilities including importing, exporting, and process standardization.
* Inventory control. (Includes ordering and shipping.)
* Maintain and review all inventory, including follow-up on all shortages and maintain minimal inventory for cost reductions
* Maintained calibration records for special equipment and scheduled required calibration of equipment with outside vendors
* Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
* Operating cash registers, managing financial transactions, and balancing drawers.
* Achieving established goals.
* Directing customers to merchandise within the store.
* Increasing in store sales.
* Superior product knowledge.
* Maintaining an orderly appearance throughout the sales floor.
* Introducing promotions and opportunities to customers.
* Cross-selling products to increase purchase amounts.

**Lead Inventory Specialist**

**Nike – Memphis, TN July 2011 to March 2014**

* Followed detailed standards of product care while receiving shipment.
* Completed daily stockroom tasks with little to no supervision.
* Assisted sales representatives with knowledge of product placement in stockroom.
* Served Administrative Department in opening and closing of company bank.
* Recorded shipment information and organized an effective stock room.
* Aided in Visual Merchandising of company product.
* Resolved inventory discrepancies, problem orders and intercompany transfer issues
* Developed inventory control procedures and best practices.
* Reported, monitored, and reviewed daily inventory adjustments and changes.
* Comfortable acting as an informal resource for colleagues with less experience and being consulted when problem solving is needed.