

MARTHA BOSWICK

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Proficient Inventory control clerk with over nine years of experience working with companies to anticipate and manage stock needs and fixing inventory discrepancies. Experienced in a variety of medium and large-scale industry inventory management systems, including SQL and SAP. Collaborate with shift and floor supervisors to provide seamless customer service and maintain optimal operational efficiency.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

University Of Georgia, Athens, GA,
September 2006 - May 2011

KEY SKILLS

- ◆ Strong accounting/math skills
- Excellent interpersonal and leadership skills
- ◆ Advanced computer skills, including databases and spreadsheets for efficient data entry
- ◆ Able to read and understand inventory lists, bill of materials and other inventory documents

CERTIFICATIONS

- ◆ Certified Data Management Professional - Data Management (CDP-DM)
- ◆ Certified in Planning and Inventory Management (CPIM)

PROFESSIONAL EXPERIENCE

SENIOR INVENTORY CONTROL CLERK

Wilson Pharmaceuticals, LLC,
Atlanta, GA
January 2014 - Present

- Prepare locations and system for processing \$472 million worth of new stock
- Reorder items, equipment and parts that are low in stock
- Research inventory and order discrepancies discovered during cycle counting, reducing operating costs by 8%
- Partner with floor supervisors to implement supply management system upgrades
- Compile and run weekly, monthly and quarterly data reports for senior management meetings

INVENTORY CONTROL SPECIALIST

Brody Shipping, LLC, Athens, GA
September 2011 - December 2013

- Packed and shipped necessary items via UPS/FedEx/DHL
- Verified inventory goods for quality, quantity and logistics compliance
- Documented inventory to ensure units and costs were aligned