

PROFILE

Versatile and enthusiastic inventory clerk with over 11 years of experience working with various computer inventory systems. Proven track record of providing seamless service to both colleagues and clients by efficiently maintaining and monitoring stock. Able to work independently or as part of a team. Proficient at anticipating needs and updating location information.

PROFESSIONAL EXPERIENCE

Inventory Control Clerk

JCB Pools, Ocean City, NJ | September 2016 - Present

- Receive branch supply orders and ensure prompt delivery of required stock
- Forecast stock requirements and order parts and supplies
- Allocate stock costs to appropriate cost centers or clients
- Coordinate with the warehouse team to ship stock to branches
- Implemented a new stock control system that reduced losses by 27%
- Maintain an inventory of all current stock and supplies
- Track, verify, and reconcile all supplies used to maintain accurate stock records

Inventory Control Clerk

Happy Day Food Group, Ocean City, NJ | June 2009 - August 2016

- Established relationships with vendors and managed to reduce costs by 12% by negotiating better prices
- Administered the requisition of additional stock items using the appropriate forms
- Maintained a full inventory of all current stock items
- Received client supply orders and ensured that items were shipped in a timely manner

EDUCATION

High School Diploma

Montgomery High School,
Ocean City, NJ
September 2005 - June 2009

KEY SKILLS

- Data entry and computer skills
- Superb customer service
- Punctual and organized
- Self-directed work ethic