

# DANIEL TURNER

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Professional and organized Inventory Control Clerk with two years of experience, Has the ability to stay focused on the task at hand in a busy warehouse environment. Strong math skills, detail-oriented. proficient with computers, and quick to pick up new software systems. A team player that works well with others but can operate independently as well.

## PROFESSIONAL EXPERIENCE

### INVENTORY CONTROL CLERK

Wilton Industries, Cleveland, OH | July 2019-Present

- ♦ Monitor inventory levels while managing the ordering and receipt of products
- ♦ Review daily purchase orders, invoices, and maintain accurate record-keeping
- ♦ Prepare and generate weekly reports while reconciling inventory discrepancies
- Prepare and maintain a list of depleted items and unusable inventory
- Assist warehouse team members to conduct a monthly physical inventory count

### SUMMER (SEASONAL) WAREHOUSE HELP

API Industries, Cleveland, OH | June 2018-August 2018

- ♦ Pulled customer orders and ensured orders were accurate
- ♦ Assisted Loading and unloading trucks
- ♦ Helped team members with various duties in the warehouse as needed

## EDUCATION

### HIGH SCHOOL DIPLOMA

Lincoln West High School, Cleveland, OH | September 2015 - May 2018

## KEY SKILLS

- Detail-oriented with a high accuracy rate
- ♦ Team player with excellent communications skills
- Knowledge of MS Word and Excel
- Good math skills and analytical abilities
- Stays focused in fast-paced environments

## CERTIFICATIONS

- Certified in Production and Inventory Management (CPIM)