
Inventory Administrator Resume

Job Objective

Inventory Administrator looking for work with your organization starting today.

Highlights of Qualifications:

- Remarkable experience in Inventory administration
 - Huge knowledge of SAP Inventory management
 - Deep knowledge of video and film industry
 - Familiarity with large distribution centers
 - Amazing ability to prioritize
 - Excellent computer skills and Macintosh experience
 - Superior communication and time-management skills
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Professional Experience:

Inventory Administrator
CarQuest, Seaford, DE
November 2007 – Present

- Managed inventory room and stocked shelves.
- Handled miscellaneous items in inventory room.
- Maintained product database and managed shipping orders.
- Carried out weekly inventory counts.
- Administered rush shipping logistics.
- Managed international shipping and large shipments.

Inventory Administrator
Northrop Grumma, Seaford, DE
December 2003 – October 2007

- Managed purchase orders and coached others.
 - Maintained MMR structure in SAP.
 - Reviewed current stock levels.
 - Coordinated with 3rd party warehousing and contractors.
 - Outlined opportunities to make processes easy.
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Education:

Bachelor's Degree in Inventory Management
Western Carolina University, Cullowhee, NC

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