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# INVENTORY ASSISTANT RESUME

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## Objective:

To obtain the position of Inventory Assistant position.

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## Summary of Skills:

- Sound knowledge of WASP bar coding system
  - Wide knowledge of manufacturing, cost accounting, and cost analysis
  - Proficient in inventory handling, Lean and Six Sigma
  - Excellent interpersonal and problem-solving skills
  - Ability to analyze inventory data, problem solve, and identify solutions
  - Ability to manage multiple priorities and work well in a matrix organization
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## Work Experience:

Inventory Assistant  
Infoexperts, Inc., New York, NY  
August 2005 to till date

- Monitored, reconciled and initiated orders for services, materials and supplies.
- Maintained inventory and purchasing records.
- Verified and maintained records on incoming and outgoing shipments.
- Operated and performed forklift and other material handling services.
- Maintained a record of all full goods and raw materials in the warehouse.

Inventory Assistant  
City of Garland, New York, NY  
May 2000 to July 2005

- Researched and reconciled daily inventory variances.
  - Reconciled the daily, monthly, and annual inventory to the SAP computer system.
  - Identified and reported close dated product.
  - Performed calculation of cost accounting variances.
  - Monitored established quality plan utilizing the Warehouse Management System.
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## Education:

Bachelor's Degree in Business Administration  
St. Louis University, St. Louis, MO

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