
Inventory Associate Resume

Job Objective

Seeking an Inventory Associate position in a stable company where I can use my skills to benefit the company.

Summary Skills:

Remarkable experience in Product Sourcing and Purchasing
In-depth knowledge of shipping, receiving, storing, and distributing of materials
Ability to operate forklifts, pallet jacks and material-handling equipment
Proficient with AS/400, Microsoft Office applications (Excel, Outlook, Word, Access)
Ability to lift, carry, push and pull
Exceptional inventory management skills
Good communication skills

Work Experience:

Inventory Associate, August 2005 to till date
Wis International, Anderson, CA

- Organized and maintained all sales orders processed in Loose Pick.
- Ensured data for department metrics and performance management is daily recorded.
- Ensured Shipping Feedback is recorded into warehouse database program for all sales orders processed in Loose Pick.
- Researched, validated, resolved, and trouble shoot shipping discrepancies and order problems.
- Provided support to Wholesale Shipping Clerk and other various departments as needed.

Inventory Associate, May 2000 to July 2005
CarMax, Anderson, CA

- Assisted to deliver, accumulate and distribute products and equipment.
 - Checked purchase orders and invoices and maintained records.
 - Prepared and maintained merchandise shipped inventory.
 - Ensured goods were tracked via data entry to inventory systems.
 - Assisted in entering data and preparing reports on inventory.
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Education:

High School Diploma, Twin Valley High School, Wilmington, VT

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