
Inventory Clerk Resume

Job Objective

To obtain an Inventory Clerk position with a reputable organization.

Work Experience:

Inventory Clerk, May 2004 – Present
Pinnacle Entertainment, New York, NY

- Updated the perpetual inventory daily with prior day's receipts and adjusted the perpetual system for all outgoing shipments.
- Reported on all errors in the Inventory Management System; managed adjustments and ensured inventory levels.
- Marked items received and computed into ERP.
- Maintained and sorted orders on SKUs in the Virtual Office.
- Maintained both bundle and equivalency rules and categorized all SKUs.
- Maintain a cycle count list to be done quarterly.

Inventory Clerk, March 2002– April 2004
Dollar General Corp, New York, NY

- Performed cycle counts; carried out analysis and ensured accuracy on inventory variances.
 - Ensured all vendors and guests affiliated with the product line for pre-operative services.
 - Assisted departmental personnel in assuring cost effectiveness of equipment and supplies.
 - Managed to provide reports as required and requested by the department director.
 - Performed all other duties as assigned and ensured it to be specific to IMMS, PBAR and physical inventory.
 - Worked closely with purchasing department to order special orders for the operating room and post anesthesia care unit.
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Summary of Qualifications:

- Excellent knowledge of Inventory Control principles and cycle counting process
 - Working knowledge of SAP and ERP systems
 - Ability to work under extreme stress and pressure
 - Ability to lift up to 50 lbs
 - Ability to handle multiple tasks
 - Excellent ability to perform other duties such as filing, typing, faxing and answering phone
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Education:

Associate Degree in Accounting, Salt Lake Community College, Salt Lake City, UT

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