
Inventory Control Clerk Resume

Job Objective

To secure the position of Inventory Control Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Inventory Control Clerk, May 2004 – Present
Wynn Las Vegas, Bakersfield, CA

- Reviewed daily purchase orders and invoices.
- Received branch supply orders and ensured prompt delivery.
- Forecasted and ordered parts and supplies; and allocated costs to appropriate cost centers.
- Coordinated with the warehouse team for shipment of branch materials.
- Maintained adequate inventory of parts and supplies for production.
- Maintained direct materials inventory records and cleanliness of the stock area.

Inventory Control Clerk, March 2002– April 2004
Performance Food Group, Bakersfield, CA

- Established admirable intrapersonal relationships with co-workers and vendors.
 - Enhanced purchase orders and ensured payment by regular follow up.
 - Compiled records for ordering, shipping and receiving materials monitoring warranty.
 - Computed information updates to maintain inventory records and focused on stock and re-order status.
 - Administered requisition of additional stock items using appropriate forms.
 - Assisted the facility management team in daily operations and performed other related duties.
-

Summary of Qualifications:

- Excellent knowledge of Inventory Control principles and Process
 - Excellent ability to perform other duties such as filing, typing, faxing and answering phone
 - Typing speed of 50 W.P.M
 - Ability to handle multiple tasks
 - Ability to communicate clearly and effectively
 - Good oral and written communication skills
 - Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)
-

Education:

Associate Degree in Accounting, Glendale Community College, Glendale, AZ

[Build your Resume Now](#)