
Inventory Coordinator Resume

Job Objective

To obtain an Inventory Coordinator position that will promote growth, stability and opportunity for advancement.

Work Experience:

Inventory Coordinator, August 2005 – Present
Borland, Inc., Westminster, CO

- Ensured adequate inventory levels to minimize outages.
- Developed and enhanced receiving processes.
- Trained store staff on inventory management best practices.
- Developed and monitored inventory management reports.
- Implemented location codes and cycle counting.
- Monitored shrinkage and recommended ways to reduce theft and breakage in the store.

Inventory Coordinator, May 2000 – July 2005
Beam Corporation, Westminster, CO

- Ensured maintenance of cost effective, high quality materials for use in the manufacturing processes.
 - Maintained accurate inventory counts for multiple inventory locations and reported on inventory.
 - Coordinated in system and process upgrades.
 - Maintained re-order points to ensure no run outs and timely orders.
 - Coordinated communications with vendors and departments.
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Summary of Qualifications:

- Strong accomplished experience in Inventory management
 - Familiarity with ordering and receiving product, processing product returns and pricing and stocking shelves
 - Excellent knowledge of retail computer systems, MS Word and Excel
 - Ability to operate a variety of Powered Industrial Equipments
 - Ability to carryout instructions furnished in written, oral, and diagram form
 - Strong leadership and analytical skills
 - Strong problem-solving and organizational skills
 - Excellent verbal and written communication skills
 - Outstanding ability to handle multiple projects and tasks with a high attention to detail
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Education:

Bachelor's Degrees in Inventory Management, Grand Canyon University, Arizona, AZ

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