
INVENTORY MANAGEMENT SPECIALIST RESUME

Summary:

A highly motivated and enthusiastic individual with broad-based proven experience; Highly articulate and effective communicator; works well with individuals on all levels; Recognized as a resource person, problem solver and team player; Profound expertise all areas of materials management, inventory control and staff leadership; Efficient in identifying new opportunities; Profound expertise in developing strategies; Possess excellent interpersonal skill and cross-functional team interactions to collaborate with various teams.

Professional Experience::

Inventory Management Specialist January 2007 – Present
Axelon Services Corp., New York, NY

Responsibilities:

- Managed cycle count and physical inventory processes.
- Managed the return to feeder factory process. Including item documentation-tracking, adjusting/ destroying as indicated by the feeder factories.
- Maintained inventory levels by turning inventory quickly while achieving target service and forecasted sales targets.
- Ran analysis and forecast of inventory management data providing feedback to the entire SOP process.

Inventory Management and Logistics Specialist May 2004 – December 2006
ABB Inc., New Berlin, WI

Responsibilities:

- Managed and optimized the production planning and IBT processes in a timely manner.
- Provided metrics and processed improvement communications.
- Managed planning parameters, time fences and safety stocks.
- Maintained thorough understanding of Henry plant production planning processes – executed planning process for all ANA plants.

Inventory Specialist February 1999 – May 2004
Cost Plus World Market, Oakland, CA

Responsibilities:

- Managed cycle count and physical inventory processes.
- Managed the return to feeder factory process. Including item documentation-tracking, adjusting/ destroying as indicated by the feeder factories.
- Maintained inventory levels by turning inventory quickly while achieving target service and forecasted sales targets.
- Ran analysis and forecast of inventory management data providing feedback to the entire SOP process.

Inventory Management and Logistics Specialist May 2004 – December 2006
ABB Inc., New Berlin, WI

Education:

Master of Science in Industrial Hygiene
Stanford University, CA, 1999
Bachelor of Science in Industrial Hygiene
Stanford University, CA, 1997

Skills:

- Good communication skills, both written and verbal
 - Good negotiation and interpersonal skills
 - Strong organizational and analytical skills
 - Good numeracy skills and a knowledge of statistics
 - A high standard of computer literacy
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Awards and Honors:

Certification Certificate of Business Studies, 2000
Dean's Lister, Stanford University, 1997

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