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## Inventory Specialist Resume

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### Job Objective

To obtain a position as Inventory Specialist in which my skills can help to increase the number of clients and sales for the company.

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### Highlights of Qualifications:

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- Remarkable experience in material control
  - Huge knowledge of packaging materials for construction planning
  - Deep knowledge of receiving documentation paperwork requirements
  - Familiarity with general warehouse policies
  - Huge ability to resolve problems
  - Outstanding ability to interpret customer specification
  - Excellent communication and teamwork skills
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### Professional Experience:

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Inventory Specialist  
Honeywell Electronic Materials, Longwood, FL  
May 2006 – Present

- Managed raw materials from inventory.
- Managed work orders for shop floor control.
- Handled Cycle Counts and Work-In-Process accuracy.
- Outlined availability of materials.
- Aided work center back schedules.

Inventory Specialist  
Harris Corporation, Longwood, FL  
March 2003 – April 2006

- Managed delivery of materials to inventory and finished goods.
  - Evaluated receipt of all materials.
  - Established inputs to inventory system.
  - Maintained inventory of Government Furnished Equipment.
  - Assessed quality discrepancies and scrutinized problems.
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### Education:

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High School Diploma  
Cathedral High School, Indianapolis, IN

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