
Inventory Specialist Resume

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.

Highlights of Qualifications:

- 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:

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:

High School Diploma
Cathedral High School, Indianapolis, IN

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