
Storeroom Clerk Resume

Job Objective

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

Work Experience:

Storeroom Clerk

Geisinger Health System, Overland Park, KS

May 2004 – Present

- Managed inventory of parts and operated supplies to insure availability.
- Ensured to promptly pack out material received.
- Communicated with recipients to inform them of receipts.
- Maintained parts storage area in a clean state at all times.

Storeroom Clerk

James Hardie, Overland Park, KS

March 2002– April 2004

- Prepared and updated inventories of supplies, parts and other necessary items.
 - Ascertained that all items entering the storeroom are properly checked in and inventoried.
 - Notified the relevant customer and ensured to resolve any issues.
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Summary of Qualifications:

- Knowledge of the parts and equipment used in modern hog facilities.
 - Understanding and usage of E-Mail, Word and Excel in daily communications.
 - Ability to quickly learn inventory management software.
 - Ability to handle food and beverage, cash and customer service.
 - Ability to bend, twists, lift and stand to perform normal job functions.
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Education:

Associate Degree in Commerce

Owens Community College, Perrysburg, OH

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