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## Supply Clerk Resume

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### Job Objective

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To obtain a Supply Clerk position that will allow me to utilize my skills and has potential for growth.

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### Work Experience:

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Supply Clerk  
URS Corporation, Minneapolis, MN  
May 2004 – Present

- Maintained both automated and manual accountable records.
- Tracked and processed follow-ups and modifications on replenished documents.
- Ensured to originate adjustment documents to ensure debit or credit when overages or shortages are reported.
- Performed physical inventories; and advised supervisor of suspected cases or security violation.

Supply Clerk  
Golden Living Centers, Minneapolis, MN  
March 2002– April 2004

- Researched catalog data and supply status for customers.
  - Performed daily inventory counts to ensure database accuracy and integrity.
  - Reported backorder items, damaged goods and items.
  - Labeled boxes and place in designated area(s) for delivery.
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### Summary of Qualifications:

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- Ability to work effectively in a team environment.
  - Ability to work independently with little supervision
  - Ability to maintain accurate inventory records
  - Ability to keep the storage area neat and organized
  - Ability to frequently bend, kneel, stoop, stand and climb,
  - Ability to lift a minimum of seventy (70) pounds on regular basis.
  - Ability to operate and utilize a computer, printer, and bar code scanner.
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### Education:

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Associate Degree in Accounting  
Central Piedmont Community College, Charlotte, NC

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