**John K. Parker**

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**Job Objective:**

Highly-professional and organized inventory management associate with a solid experience in maintaining inventory records, creating reports, and tracking supplies for the organization accurately and efficiently. Possess a keen attention to detail along with a basic computer and mathematical understanding as well as effective communication, decision-making, and customer-service skills.

**Summary of Skills:**

* Experience in performing inventory handling, managing and control activities as well as organizing inventory-related documentation
* Good understanding of mathematical concepts for calculations and counting purposes
* Excellent team-working skills in a customer-oriented environment
* Effective communication and interpersonal skills to develop and keep up good relationships with customers and different levels of management
* Exceptional problem-solving and decision-making skills under stressful conditions as well as ability to adapt to a fast-paced and dynamic work environment
* Proficiency with MS Suite applications as well as AS/400 system, inventory management software such as Zoho inventory, QuickBooks Enterprise
* Ability to prepare effective reports related to defective items, price lists, inventory balance, etc.
* Excellent organizational skills with the ability to handle multiple tasks simultaneously, and within strict deadlines
* Ability to follow established work procedures and safety rules
* Physically strong with ability to lift and carry heavy weights and stand for a longer periods

**Work Experience:**

Inventory Management Associate

Banner Group, New York, NY

April 2016 – Present

* Organizing all orders in a timely and proper manner ensuring prompt delivery
* Communicating with other team members regarding back ordered and recalled supplies, new or deleted items as well as changes in procedures
* Reconciling delivered products to packaging slips, initial orders, and invoices
* Stocking items using first-in first-out rotational procedure to maintain strict par levels as well as assisting with establishing and analyzing turn over ratios so items don’t expire on storage shelves
* Creating and ensuring accuracy of product or item information in the inventory expense database as well as updating stock sheets, locator systems, and labels
* Maintaining a clean work environment as well as assembling equipment or other items to optimize storage space
* Communicated with supervisors and managers for resolution of inventory discrepancies
* Participating in all assigned training programs and department meetings related to development of inventory procedures and programs as well as adhering to all company’s guidelines and safety rules
* Weekly reconciling of inventory on hand with high accuracy and accountability

Inventory Management Associate

Lockheed Martin Inc., New York, NY

September 2014 - March 2016

* Compiled and managed records of quantity, type and value of material, equipment or supplies stocked as well as counted and posted totals to inventory records manually or using digital data entry systems
* Ensured timely delivery of inventory or stock as needed and maintained storeroom inventory levels as well as timely removal of expired products
* Prepared reports related to inventory balance, price lists, shipment, transfer or shortages
* Prepared lists of depleted items and recommended survey of defective or unusable items as well as reconciled inventory discrepancies
* Assisted in maintaining cleanliness, safe-work conditions, and orderliness of assigned work and storage areas as well as in conducting weekly random audits on order fillers and shipping
* Completed weekly cycle counts to make sure adequate amounts were present for future repairs as well as assisted with maintaining inventory during monthly physical counts
* Operated and maintained various material handling and office equipment in accordance with safety requirements and procedures
* Collaborated with customers to develop and maintain strong relationships and applied superior customer service skills in executing customer orders as well as identifying and resolving their issues timely
* Assisted in moving materials or items from storage areas to the designated ones
* Assisted in developing and implementing efficient inventory management procedures as well as a loss prevention program

Inventory Management Associate

Ridgeway Group, New York, NY

October 2012 - August 2014

* Assisted with receiving, transfer, storage and retrieval of the equipment, supplies and project materials, including organizing and maintaining the storage facilities
* Requested necessary advice and direction to perform inventory control duties efficiently, and effectively
* Controlled inventory levels in main storeroom and distribution locations
* Ensured cleanliness of storage facilities and removed all wastes and garbage to maintain safe and quality work environment
* Assisted in verifying count of incoming material with invoices and purchase orders
* Checked remaining inventory for records as needed
* Affixed identification tags as needed and helped other team members find specific items

**Education:**

* High School Diploma
Cristo Rey New York High School, New York, NY
2012

**Reference:**

On request.