

Jane Doe

Inventory Coordinator

Highly detail-oriented and organized Inventory Coordinator with 2+ years of experience in managing inventory for large warehouses. Proven track record of reducing inventory costs and improving inventory turnover through effective inventory planning and forecasting. Proficient in using inventory management software and developing effective inventory management strategies.

✉ example@email.com

☎ 123-456-7890

📍 Chicago, IL

🌐 linkedin.com/in/example

EXPERIENCE

Inventory Coordinator

Jun 2020 - Present

ABC Warehouse Management

Chicago, IL

Coordinate and manage inventory for a 100,000 sq. ft. warehouse, ensuring 99.9% inventory accuracy and reducing stockouts by 25% through effective inventory planning and forecasting.

- Analyze inventory levels, identify trends, and optimize stock levels to meet customer demand
- Develop and implement effective inventory management strategies, resulting in a 15% reduction in inventory costs
- Collaborate with cross-functional teams to ensure seamless inventory flow and minimize errors
- Conduct regular cycle counts and audits to maintain inventory accuracy and identify areas for improvement

Inventory Assistant

Jan 2019 - Jun 2020

DEF Logistics

New York, NY

Assisted in managing inventory for a 50,000 sq. ft. warehouse, resulting in a 10% increase in inventory turnover and a 5% reduction in inventory costs.

- Processed and received shipments, ensuring accurate and timely inventory updates
- Conducted daily inventory checks and reported discrepancies to management
- Assisted in developing and implementing inventory management procedures, resulting in a 20% reduction in inventory errors

PROJECTS

Inventory Management System

Mar 2020 - Jun 2020

Project Lead

Developed and implemented an inventory management system using Excel and SQL, resulting in a 25% reduction in inventory costs and a 15% increase in inventory turnover.

Excel

SQL

Warehouse Management System

SKILLS

Inventory Management
Supply Chain Management
Warehouse Management
Data Analysis
Problem-Solving
Communication
Teamwork

EDUCATION

Bachelor of Science in Business Administration

Aug 2018 - May 2020

University of Illinois at Chicago

Chicago, IL

Supply Chain Management
3.5/4.0

LANGUAGES

English Native
Spanish Intermediate

CERTIFICATES

Inventory Management Certification

Jun 2020

National Association of Warehouse Managers

Certified Inventory Management Professional