

DANIEL TURNER

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Professional and organized Inventory Control Clerk with two years of experience. Has the ability to stay focused on the task at hand in a busy warehouse environment. Strong math skills, detail-oriented, proficient with computers, and quick to pick up new software systems. A team player that works well with others but can operate independently as well.

PROFESSIONAL EXPERIENCE

INVENTORY CONTROL CLERK

Wilton Industries, Cleveland, OH | July 2019 - Present

- Monitor inventory levels while managing the ordering and receipt of products
- Review daily purchase orders, invoices, and maintain accurate record-keeping
- Prepare and generate weekly reports while reconciling inventory discrepancies
- Prepare and maintain a list of depleted items and unusable inventory
- Assist warehouse team members to conduct a monthly physical inventory count

SUMMER (SEASONAL) WAREHOUSE HELP

API Industries, Cleveland, OH | June 2018 - August 2018

- Pulled customer orders and ensured orders were accurate
- Assisted loading and unloading trucks
- Helped team members with various duties in the warehouse as needed

EDUCATION

HIGH SCHOOL DIPLOMA

Lincoln West High School, Cleveland, OH | September 2015 - May 2019

KEY SKILLS

- Detail-oriented with a high accuracy rate
- Team player with excellent communications skills
- Knowledge of MS Word and Excel
- Good math skills and analytical abilities
- Stays focused in fast-paced environments

CERTIFICATIONS

- Certified in Production and Inventory Management (CPIM)