

# MARTHA BOSWICK

Bleecher Street W7, Atlanta, GA 20394 Martha.Boswick@mymail.net (404) 234-5678

Proficient Inventory control clerk with over nine years of experience working with companies to anticipate and manage stock needs and fixing inventory discrepancies. Experienced in a variety of medium and large-scale industry inventory management systems, including SQL and SAP. Collaborate with shift and floor supervisors to provide seamless customer service and maintain optimal operational efficiency.

## EDUCATION

### BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

University Of Georgia, Athens, GA,  
September 2006 - May 2011

## KEY SKILLS

- Strong accounting/math skills
- Excellent interpersonal and leadership skills
- Advanced computer skills, including databases and spreadsheets for efficient data entry
- Able to read and understand inventory lists, bill of materials and other inventory documents

## CERTIFICATIONS

- Certified Data Management Professional - Data Management (CDP-DM)
- Certified in Planning and Inventory Management (CPIM)

## PROFESSIONAL EXPERIENCE

### SENIOR INVENTORY CONTROL CLERK

Wilson Pharmaceuticals, LLC,  
Atlanta, GA  
January 2014 - Present

- Prepare locations and system for processing \$472 million worth of new stock
- Reorder items, equipment and parts that are low in stock
- Research inventory and order discrepancies discovered during cycle counting, reducing operating costs by 8%
- Partner with floor supervisors to implement supply management system upgrades
- Compile and run weekly, monthly and quarterly data reports for senior management meetings

### INVENTORY CONTROL SPECIALIST

Brody Shipping, LLC, Athens, GA  
September 2011 - December 2013

- Packed and shipped necessary items via UPS/FedEx/DHL
- Verified inventory goods for quality, quantity and logistics compliance
- Documented inventory to ensure units and costs were aligned