[Street Address]

[City, ST ZIP Code]

[Telephone] | [Website]

[Email]

Jordan Ellis

|  |  |  |
| --- | --- | --- |
| Objective |  | Innovative Inventory Associate with a solid grasp of data entry, invoicing, and hands-on operations management. Equipped with a rich blend of skills in utilizing pallet jacks and forklifts, coupled with a knack for ensuring precise inventory management and vendor coordination. Seeking an opportunity to consolidate and apply these competencies to drive efficiency, accuracy, and productivity in a vibrant inventory management environment. |
| Professional Achievements |  | Inventory Management & OperationsOversaw inventory processes, ensuring accurate stock reconciliation and proper labeling.Coordinated with suppliers to maintain optimal stock levels, reducing stockouts by 20%.Managed vendor relationships to ensure timely and efficient stock replenishment.Equipment Operation & LogisticsProficiently operated pallet jacks and forklifts to optimize warehouse efficiency.Implemented streamlined workflows that improved inventory handling speed by 15%.Earned Certified Logistics Associate certification, demonstrating expertise in warehouse logistics.Data Entry & DocumentationMaintained accurate inventory records and invoicing, achieving 99% data accuracy.Utilized advanced data entry skills to support seamless inventory audits and reporting. Contributed to warehouse operations through meticulous attention to detail. |
| Skills |  | • Inventory Management  • Vendor Management  • Cycle Counts  • Attention to Detail |
| Work History |  | Inventory Specialist | DEF Warehouse | Seattle, WA [Dates From – To] Inventory Associate | ABC Warehouse | Seattle, WA [Dates From – To] |
| Education |  | Diploma in Warehouse Management | Seattle, WA You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |