

CLIENT NAME

Address | City, State Zip
111-222-4444 | email@address.com

INVENTORY ANALYST

Full Charge Bookkeeper | Demand Planner

Customer-focused, technically-savvy Administrator with 13+ years' experience overseeing inventory analytics, metrics, and reporting functions for multi-million dollar enterprises. Proven success developing and improving inventory processes, including managing inventory, sales orders, and product replenishment for customer consignment locations, satellite locations, retail stores, and 24/7 support operations. Skillful in collaborating with production planning teams to optimize inventory turns and days inventory for single entities as well as multiple divisions. Respected leader accomplished in developing internal controls that increase efficiency and profitability. Advanced Excel training. **Fluent in English, Russian, and Ukrainian.**

Inventory & Asset Management ■ Production Planning ■ Forecasting ■ Regulatory Compliance ■ Cost Reductions
International Relations ■ Inventory Analysis ■ Project Management ■ Bookkeeping ■ Ad Hoc Reporting

PROFESSIONAL CHRONOLOGY

OWNER

2011 to Present

Company Name | City, State

Direct all retail operations, including inventory and asset management, quality control, employee supervision, budget forecasting and administration, business development, and customer relationship management. Position departments to meet inventory management objectives such as on-time delivery of materials, record accuracy, scheduling, and work-in-process. Accurately forecast revenues to ensure variance projections fall within budgeted amounts to improve profitability. Cultivate client relationships, developing new and existing partnerships to achieve sales goals. Conceptualize marketing plans to position company for future market growth opportunities. Trained, mentored, and coached high performing teams while creating and building customer loyalty.

- **Achieved profitability from 1st month of operations** by significantly reducing opening costs .
- Implemented tactical business plans while meeting stringent cost, productivity, and quality goals.

INVENTORY ANALYST

2010 to 2011

Company Name | City, State

Monitored, coordinated, and analyzed 6,000+items, processing overseas and domestic orders located in Canada, France, and Mexico. Partnered with key stakeholders on daily inventory-related issues, including stock levels, conditions, and special projects and requests. Collaborated with sales and marketing teams to determine inventory levels and set placement to meet required turn rate, geographic, and strategic objectives. Increased gross margin through improved inventory and asset utilization. Provided regular audit support for key regulatory authorities, including FDA and customs.

- Created proactive delivery monitoring system between French distribution center and USA, **eliminating several significant product delivery delays.**
- Developed and distributed inventory reports, **initiating numerous cost-savings.**

EDUCATION, SPECIALIZED COURSEWORK, AND CERTIFICATIONS

MS in Economics, University, City, State

TECHNOLOGY PROFICIENCIES

Crystal Reports, AS 400, Host Access, various Inventory and Procurement Systems, MS Word, Excel, PowerPoint, QuickBooks, Peachtree, Manual/Computerized Accounting Systems, Database Administration, and Internet