



EMILY BROKLYN

INVENTORY CONTROL MANAGER

CONTACT

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123 Street name, Locality,

state/country, post/zip

EDUCATION

Business Administration

University / College | Location
2000-2004

Business Administration

University / College | Location
2000-2004

Business Administration

University / College | Location
2000-2004

PRO SKILLS

- Stock Levels Maintenance
- Ageing Stock Management
- Procurement
- Shipment Coordination
- Budget Preparation
- Staff Training and Development

PROFESSIONAL PROFILE

Over 5 years of rich experience in Inventory Management / Warehouse & Logistics Operations & Customer Service with a growth-oriented organization of repute. Planned, optimized, and implemented service solutions that improve the performance of supply chains – Predictability, costs, and viability, known for having excellent time management, communication and customer handling skills.

EXPERIENCE

Inventory Manager

Company / Institute Name

2000-2004

- Successfully confer with different departments to determine their requirements and devise ways of optimizing inventory processes.
- Proactively inspect levels of materials to identify shortages and create and maintain similar reports.
- Ascertain that stock levels are adequate for all distribution channels and is capable of covering direct customer demand.
- Evaluate present suppliers to decipher delivery capabilities, and identify new and cost-effective suppliers and vendors.
- Create and maintain productive relationships with vendors and suppliers to ensure timely delivery of products.

Assistant Inventory Manager

Company / Institute Name

2000-2004

- Consulted with procurement managers to determine their specific requirements.
- Ordered supplies and followed up on orders to ensure time-efficient delivery.
- Negotiated contracts with vendors.
- Handled delays with tact and urgency.
- Created and maintained correlating inventory documentation to avoid company shrinkage due to loss or theft.
- Managed handling and receipt, sampling, data entry, shipping, control substance, distribution and destruction of materials.

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**Richard Forbes, Resume
Templates, Cover Letters, Sample
Resumes**



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Kick Start Your Career Lee Smith,John van Genderen,2018-03-30 For new graduates

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Resumes For Dummies Joyce Lain Kennedy, 1998-05-29 Contains tips and suggestions for creating a resume that will be noticed by prospective employers includes information on choosing a format drafting a summary statement using key words and formatting a digital resume

Occupational Therapy Student to Clinician Lisa Davis, Marilyn Rosee, 2024-06-01 It is surprising that there is no go to resource for the occupational therapy or occupational therapy assistant student to have when they embark on their professional journey With this in mind Lisa Davis and Marilyn Rosee have written Occupational Therapy Student to Clinician Making the Transition to help students hone the skills employers look for in new hires While many academic programs cover career oriented topics this is the first specific text to pull the pieces together with the purpose of showing readers how to become successful job candidates and employees Perfect for the student preparing for an occupational therapy career Occupational Therapy Student to Clinician covers all pragmatic issues that students face while securing their first job This text outlines a variety of topics including resume writing interview skills negotiating a salary working within a team developing professional competencies and understanding the culture of an organization Each chapter includes learning objectives and lists of practice activities that students can use to reinforce their skills Occupational Therapy Student to Clinician Making the Transition will benefit occupational therapy and occupational

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Resume, Application and Letter Tips for People with Hot and Not-So-Hot Backgrounds Ron Krannich,Caryl

Krannich,2006-05-23 Provides 185 tips for writing resumes and cover letters and filling out applications discussing the job search process presenting work history transforming negatives to positives objectives dealing with potential red flags follow up methods and much more **Gallery of Best Resumes for People Without a Four-Year Degree** David F. Noble,2005

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Bloch,1998 Explains how to present your experience skill and background in an effective way Includes sample resumes guidelines for layouts and instructions for writing cover letters *The Graphic Designer's Guide to Portfolio Design* Debbie Rose Myers,2005-02-07 Tips and samples of successful portfolios will help you redesign your existing portfolio to shine in the eyes of those you want to impress For students and professionals alike this book shows you how to create a portfolio that demonstrates your expertise technical skills and creativity Jacket **Corel WordPerfect 8 Complete Concepts and Techniques** Gary B. Shelly,Steven G. Forsythe,1997 Part of the highly successful Shelly Cashman Series this text offers a

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