

# Eleni Strause

Inventory Assistant

## Profile

Dedicated Inventory Assistant with 1 year of experience in efficiently managing and organizing stock in fast-paced environments. Proficient in inventory control software, data analysis, and forecasting. Demonstrated ability to maintain accurate records, perform routine audits, and optimize storage solutions. Strong team player with excellent communication and time management skills, committed to contributing to the success of the organization.

## Employment History

### Inventory Assistant at Arizona Storage Rental, Inc., AZ

Mar 2023 - Present

- Successfully implemented a new inventory management system, resulting in a 25% reduction in time spent on tracking inventory and a 15% decrease in stock discrepancies.
- Oversaw the organization and optimization of warehouse space, leading to a 30% increase in storage capacity and a 10% reduction in retrieval times for high-demand items.
- Conducted regular inventory audits and identified opportunities for cost savings, resulting in a 20% reduction in excess stock and a 5% improvement in overall inventory turnover.

### Inventory Associate at Southwest Inventory Services, AZ

Aug 2022 - Jan 2023

- Successfully implemented a new inventory management system, resulting in a 25% reduction in stock discrepancies and a 15% increase in overall efficiency for Southwest Inventory Services, AZ.
- Conducted inventory audits for over 50 clients, maintaining an average accuracy rate of 98% and consistently meeting or exceeding client expectations.
- Trained and supervised a team of 10 junior inventory associates, leading to a 20% increase in team productivity and a significant reduction in errors.

## Education

### Associate of Applied Science in Inventory Management at Chandler-Gilbert Community College, Chandler, AZ

Sep 2018 - May 2022

Relevant Coursework: Inventory Control, Supply Chain Management, Logistics, Demand Forecasting, Materials Planning, Warehouse Operations, Purchasing, and Operations Management.

## Certificates

### Certified in Production and Inventory Management (CPIM)

Feb 2022

### Certified Supply Chain Professional (CSCP)

## Details

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## Links

[linkedin.com/in/elenistrause](https://www.linkedin.com/in/elenistrause)

## Skills

Excel proficiency

Data analysis

Barcode scanning

ERP software

Inventory management

Forecasting accuracy

RFID technology

## Languages

English

Mandarin

## Hobbies

Collecting vinyl records

Gardening

Photography