

Lucie Cartney

Inventory Control Clerk

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☎ (348) 578-1776

📍 123 Main Street, Boston, MA
02130

Education

**Associate of Applied Science
in Inventory Management
at Middlesex Community
College, Lowell, MA**

Aug 2018 - May 2022

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

Links

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

Skills

Data Entry

Spreadsheet Management

Barcode Scanning

ERP Software (e.g., SAP)

Inventory Forecasting

Cycle Counting

Order Processing

Languages

English

Spanish

Profile

Detail-oriented Inventory Control Clerk with 1 year of experience in managing and maintaining accurate inventory records. Proficient in data entry, reconciliation, and documentation, ensuring efficient stock control and minimizing discrepancies. Skilled in implementing inventory management software and conducting regular audits to optimize warehouse operations. Demonstrates strong analytical, problem-solving, and communication skills, contributing to seamless inventory management and improved supply chain efficiency.

Employment History

Inventory Control Clerk at Staples Inc., MA

Feb 2023 - Present

- Successfully reduced inventory discrepancies by 35% within the first year of employment by implementing more efficient tracking and organization systems, resulting in significant cost savings for Staples Inc., MA.
- Streamlined the inventory control process by creating a comprehensive database, which led to a 25% increase in efficiency and a reduction in processing time for inventory updates and adjustments.
- Conducted quarterly audits of over 10,000 items in the warehouse, ensuring 99% accuracy in inventory records and enabling timely identification and resolution of any discrepancies.
- Trained and supervised a team of four inventory assistants, leading to a 40% increase in productivity and improved collaboration between the inventory control department and other departments within Staples Inc., MA.

Inventory Control Assistant at TJX Companies, MA

Aug 2022 - Dec 2022

- Successfully reduced excess inventory levels by 20% in the first quarter by implementing efficient inventory management strategies and optimizing warehouse space for TJX Companies, MA.
- Streamlined the inventory tracking process, resulting in a 15% reduction in discrepancies and improving overall accuracy by 10% for TJX Companies, MA.
- Collaborated with the purchasing team to optimize order quantities, leading to a 25% reduction in stockouts and improved product availability for customers at TJX Companies, MA.
- Played a key role in the successful rollout of a new warehouse management system, leading to a 30% increase in operational efficiency and reducing manual errors by 50% for TJX Companies, MA.

Certificates

Certified in Production and Inventory Management (CPIM)

Nov 2021

Certified Supply Chain Professional (CSCP)

Mar 2020