

AIMIE DEGRAFFENREIDT

Stockroom Clerk

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123 Maple Street, Charleston, WV 25301



PROFILE

Diligent Stockroom Clerk with 1 year of experience in efficiently managing inventory, maintaining accurate stock records, and ensuring seamless warehouse operations. Proficient in using inventory management software and adept at conducting physical inventory counts. Demonstrated ability to work collaboratively with team members and contribute to achieving organizational objectives.

LINKS

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

SKILLS

Inventory management

Order processing

Forklift operation

Barcode scanning

Pallet stacking

Stock rotation

Record keeping

LANGUAGES

English

Italian

HOBBIES

Organizing and collecting memorabilia

Photography

EMPLOYMENT HISTORY

● Stockroom Clerk at Mountain State Beverage Co., WV

Feb 2023 - Present

- Successfully managed and organized a stockroom containing over 15,000 products, resulting in a 25% reduction in retrieval time for employees.
- Implemented a new inventory tracking system that increased accuracy by 40% and reduced stock discrepancies by 30%.
- Trained and supervised a team of 5 new stockroom clerks, leading to a 20% increase in overall productivity and efficiency within the department.
- Conducted quarterly audits of stock levels, identifying and resolving discrepancies with a 99% accuracy rate, which led to a 15% reduction in stock loss.

● Stockroom Assistant at West Virginia Paving, Inc., WV

Sep 2022 - Jan 2023

- Successfully managed inventory of over 10,000 items, ensuring a 99% accuracy rate and reducing stock discrepancies by 25% within one year.
- Streamlined the stockroom organization process, resulting in a 30% improvement in retrieval times and contributing to a 15% increase in overall productivity.
- Implemented a new digital tracking system for materials, which reduced manual data entry errors by 40% and increased overall efficiency by 20% in the first six months.

EDUCATION

Associate of Applied Science in Inventory Management at West Virginia University at Parkersburg, WV

Sep 2018 - May 2022

Relevant Coursework: Inventory Control, Supply Chain Management, Warehouse Operations, Purchasing and Procurement, Logistics Management, Materials Handling, and Enterprise Resource Planning.

CERTIFICATES

Certified Inventory Management Professional (CIMP)

Jan 2022

Certified Supply Chain Associate (CSCA)

Jan 2020

MEMBERSHIPS