

**Your Name**  
Your Address  
City, State Zip  
Phone(s)  
[email@provider.net](mailto:email@provider.net)

### **Summary**

I am seeking to continue my successful career in inventory control with a progressive firm where I will be able to use my business, organizational, and people skills to benefit my employer and further my career in inventory control. My position has been eliminated due to downturn in business in our company.

### **Employment History**

***The Bank Store***, San Diego, CA

Cycle Count Lead

11/99 to Present

- ÿ Set up daily cycle counts
- ÿ Analyze inventory discrepancies, verify inventory
- ÿ Research item history, locate missing inventory

Inventory Control Specialist

- ÿ Transfer inventory between Solomon and JDE systems
- ÿ Identify inventory
- ÿ Operate forklift

Quality Assurance Lead

- ÿ Create reports from quality inspectors data
- ÿ Inspect equipment
- ÿ Verify merchant-specific programming of credit card terminals

***Apple Computer, Inc.***, Elk Grove, CA

Computer Assembler

01/94 to 11/99

- ÿ Assembled Apple Computer products
- ÿ Installed components, ordered parts
- ÿ Ensured quality of work, performed functional testing

***ABC Precision, Inc.***, Houston, TX

Electronic Assembler

11/85 to 12/93

- ÿ Assembled positioning devices
- ÿ Ran laser tests of accuracy and repeatability, determined necessary rework

### **Education**

***Davis Senior High School***, Davis, CA High School Diploma 1984