

Sam Smith

1234 My Street

Hire Me, VA 12345 USA

Day Phone: 555-555-5555

Email: firstnamelastname@email.email

Availability:

Job Type: Permanent

Work Schedule: Full-Time

Work Experience:**Company Name**

8000 Battleview Parkway

Manassas, VA 20109 United States

03/20XX - Present

Salary: 35,000.00 USD per Year

Hours per week: 40

Senior Inventory Manager**Duties, Accomplishments and Related Skills:**

Inventory Management: Making a complete list of all instruments, books, tools and accessories located in the store. Created a database to house the inventory information. Ensuring shrinkage was at minimum by conducted weekly and monthly inventory checks. Tracking inventory trends. Leading the annual inventory drive. Compiling an annual inventory report.

Procurement: Purchasing re-stock items and store instruments. Communicating with customers and vendors to place custom orders for guitars and bass guitars. Purchasing signs make the store more aesthetically pleasing.

Security: Overseeing the operation of repairing security apparatuses and purchasing and installing security features in various places throughout the store and in the stockroom.

Personnel Management: Managed 13 employees. Developed floating or rotating schedules for each employee. Approved time off requests. Conducted interviews for hiring and employee promotions. Organized and facilitated recurring staff meetings. Addressed employ needs and issues. Executed disciplinary action. Created and implemented employee improvement plans.

Key Accomplishments:

- Maintained and established new vendor relationships while working in synergy with them to satisfy store orders and customer needs. Became an expert on an inventory encompassing more than 200 items. Reduced shrinkage by 60% as a result of increased security efforts.
- Responsible for attending meetings and voting on decisions to determine the overall direction of the organization. Raising capital to support various initiatives.

Supervisor: Jim Taylor (555) 123-5555)

Okay to contact this Supervisor: Contact me first

Company Name

1400 U Street

Washington DC, DC 20009 United States

05/20XX - 03/20XX

Hours per week: 20

Fundraising Coordinator**Duties, Accomplishments and Related Skills:**

Fundraising: Wrote grants to obtain funding from Washington, D.C.'s Office of The State Superintendent of Education and the Department of Education. Planned and hosted Gala's to raise scholarship funds for deserving students. Conducting back pack drives to provide school supplies for students attending public schools in Ward 2. Organizing benefit concerts to secure funding designed to assist the organization achieve its overall mission.

Budget Management: Attending quarterly, semi-annual, and annual board meetings to discuss the budget. Evaluating ledgers to determine if and where the budget has been exceeded. Making the proper amendments to the organization's spending habits to ensure budget limits are observed.

Key Accomplishments:

- Secured over \$300,000 from federal, municipal, and other fundraising endeavors. Constructed festival style concerts with thousands of attendees. Encouraged the public school system to implement African History into their curriculum by helping the organization to fund presentations offered in schools. Assisting to remain within the expressed budget each year despite unforeseen events.

Supervisor: Kerri Jansen (555) 123-5555)

Okay to contact this Supervisor: Ok to contact

Education:

American Public University System Charles Town, WV United States

Master's Degree 06/20XX

GPA: 3.98 of a maximum 4.00

Credits Earned: 36 Semester hours

Major: Business Administration **Honors:** Magna Cum Laude

American Public University System Charles Town, WV United States

Bachelor's Degree 07/20XX

Major: General Studies

Affiliations:

APICS Certified in Production and Inventory Management (CPIM)

American Production and Inventory Control Society - APICS - Member - 20XX

References:

Name	Employer	Title	Phone	Email
Bill Smith (*)	123 Company	Accounts Supervisor	(555) 555-5555	name@myemail.email
Susan Johnson (*)	123 Company	Coordinator	(111) 222-3333	name@myemail.email

(*) Indicates professional reference
