
ASHLEY SMITH

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PROFESSIONAL SUMMARY

I currently possess a GED and a Co state driver's license. I'm adaptable, dependable, reliable and exhibit superior work ethics with a desire to progress in my position by doing my very best everyday.

Experienced Inventory Specialist specializing in merchandising, tagging and display set-up. Adept at completing multiple simultaneous tasks in challenging, fast-paced environments.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

Willingness to take on added responsibilities to meet team goals.

SKILLS

- Customer Service
- Quality Procedures
- Attention to Detail
- Material Handling
- Inventory Control
- PPE Compliance
- Reliable and Punctual
- Cycle Counts
- Time Management
- Verbal and Written Communication
- Teamwork and Collaboration
- Inventory and Data Analysis

WORK HISTORY

Inventory Specialist, 12/2020 to Current

WIS International Inventory Service – Fort Collins, CO

- Checked prices and calculated totals for accurate invoice processing.
- Utilized [Software](#) to prepare and maintain records and reports of inventories, price lists, shortages, shipments and expenditures.
- Completed scheduled inventory counts and supply audits to track shrinkage and inform purchasing decisions.
- Completed physical inventory counts each month.

Quality Inspector, 05/2021 to 10/2021

Advance Services, Inc. – Fort Collins, CO

- Inspected outbound shipments and conducted random sampling of product quality.
- Performed frequent visual inspections to root out tolerance and compliance issues.

- Inspected vehicle, medical supplies and equipment during down time.
- Discarded and rejected products, materials and equipment not conforming with specifications.
- Inspected and packaged products meticulously according to manufacturing specifications.
- Inspected **Product or service** with accuracy, reporting problems or defects quickly.

Server, 06/2020 to 11/2020

Waffle House – Fort Collins, CO

- Arranged and prepared tables for customers to offer memorable experiences to guests and foster repeat business.
- Upsold high-profit items such as appetizers and mixed drinks to enhance sales numbers.
- Cultivated warm relationships with regular customers.
- Kept register accurate through correct billing, payment processing and cash management practices.
- Worked with POS system to place orders, manage bills and handle complimentary items.

Truss Assembler, 05/2020 to 07/2020

Fort Collins Truss – Fort Collins, CO

- Followed supervisor instructions to adjust assembly and building plans.
- Helped maintain clean, organized and production-safe work areas.
- Placed connector plates at truss joints and hammered into place.
- Met schedule targets by working quickly and with minimal errors on building projects.
- Fabricated trusses to exact company standards and customer specifications.

EDUCATION

Education Diploma

Colorado Mesa University - Grand Junction, CO

Pueblo Community College - Pueblo, CO

Willing to relocate: Anywhere

ADDITIONAL INFORMATION

- Willing to relocate: Anywhere, Authorized to work in the US for any employer