

# Shunice Hardy

## Inventory Control Specialist/Material Handler

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To obtain a challenging management role within a stable, growing and asset security oriented company. I seek to benefit employer with reliability and stellar performance while continuing to attain vital skills for my own personal growth.

### WORK EXPERIENCE

#### Inventory Control Specialist/Material Handler

TROJAN BATTERY - Lithonia, GA - June 2013 to April 2014

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- Proficiently monitor and produce daily ingredient requirement report for various workstations.
- Administer computer related transaction as per daily activities
- Received delivered supplies, materials, and equipment; confirmed that delivered goods match purchase order specifications of quantity, condition, model number, etc;
- Completed all necessary paperwork for stock items received, transferring all necessary paperwork to supervisor.
- Conducted weekly cycle counts of inventory materials based upon computer-monitors, suggested re-order listing; assists in conducting complete physical inventory count annually.

#### Security / Loss Prevention

SEARS - Union City, GA - April 2012 to June 2013

Union City

Loss Prevention

- Proficiently monitored various departments.
- Coordinated multiply daily department functions of a team of three such as safety security strategies which positively affected our effectiveness and efficiency as a successful security team.
- Consistently met and exceeded goals set by management staff.
- Carefully monitored multiple security surveillance systems.

#### Shipping and receiving/Picking and packing/Forklift Specialist

SEARS - Lawrenceville, GA - November 2012 to April 2013

Coordinated invoices, shipping documents, and contracts. Rotate through various areas and positions such as loader, un-loader, scan and key.

- Successfully check inventory records to determine availability for requested merchandise.
- Proficiently adjusted inventory records to reflect product movement within the department.

### EDUCATION

#### Bachelor of Science in Criminal Justice

University Of West Georgia - Carrollton, GA

2008 to Present

#### ADDITIONAL INFORMATION

- Proficient in Windows 2000/XP and Windows Vista, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Access, Microsoft Outlook, QuickBooks