

Mr. Courtney Robinson

San Marcos, TX 78666

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- Over 10 years of Inventory Control experience
- Shipping, Receiving, & Inventory Management Skills
- Proficient with Microsoft Suite, ERP, & AS400 software
- Ability to work well independently and as part of a team

Work Experience

Inventory Lead

Jack Winn - Austin, TX

May 2022 to Present

- Supervise a team of 3 to maximize efficiency and work flow
- Communicate with customer service & marketing departments about promotions and item availability
- Manage orders and shipments using direct scale, microsoft excel, ship easy, etc.
- Perform periodic cycle and full inventory counts
- Develop SOPs

Warehouse Associate

Capsum - Austin, TX

February 2021 to May 2022

- Receive incoming raw materials using company software (ERP) (SAP)
- Handle raw materials for transfer to clean room
- Document bi-weekly inventory and waste data using Microsoft Excel
- Organize warehouse flow for accuracy & efficiency

Warehouse Assistant/Material Handler

Minigrip - Seguin, TX

June 2015 to May 2020

- Assisted in implementing warehouse inventory control practices
- Used forklift and software programs like IBS (company-specific) and AS400 for shipping and inventory management
- Generated bar codes for labeling received product, used RF scanners for placement and shipping, provided customer service to drivers, etc.
- Clerical office work included basic Microsoft Excel functions and company software programs to complete shipping and inventory tasks.

Community Engagement Intern

Hays County Food Bank - San Marcos, TX

August 2018 to December 2018

- Coordinated community outreach events for the annual Turkey's Tackling Hunger Program (TTH)

- Acted as primary contact person for account holders & partners of TTH
- Managed client intake applications & reviewed eligibility online, by phone, and in person

Education

Bachelor of Exercise & Sports Science in Clinical Populations

Texas State University - San Marcos, TX

December 2018

Personality Psychology

College Algebra

Skills

- Experience using ERP & AS400 software
- Ability to work well independently and as part of a team
- Shipping
- Receiving
- Inventory Management Skills
- Materials Handling
- Math
- SAP

Certifications and Licenses

Forklift Certification

Assessments

Basic attention to detail — Expert

June 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Expert](#)

Verbal communication — Expert

February 2022

Speaking clearly, correctly, and concisely

Full results: [Expert](#)

Bookkeeping — Highly Proficient

January 2023

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.