



Alayna Tavarez

📍 Stroudsburg, PA 18360 📞 2722013893 ✉ alaynatav1230@gmail.com

PROFESSIONAL SUMMARY

Results-driven Inventory Control Specialist with excellent problem-solving, analytical and organizational abilities and strong focus on collaborating with employees to resolve business, customer and vendor issues quickly. Works alone or as part of a team to manage high volumes of work in fast-paced environments. Looking to expand their knowledge as well as the knowledge of those around them in a supervisor position.

SKILLS

- Forklift Operation
- Handheld scanner operation
- Shipping and receiving
- Process improvement
- KPI Tracking
- Teamwork and Collaboration
- Problem-solving abilities
- Multitasking Abilities
- Personnel Supervision
- Inventory Management
- Quality Control
- Interpersonal Communication
- Project organization
- Cycle counting
- Team building
- Inventory Audits
- SOP Writing
- Customer Service
- Attention to Detail
- Reliability
- OSHA Compliance
- Record-keeping
- Task Delegation
- Task Prioritization

WORK HISTORY

INVENTORY LEAD

03/2025 to CURRENT

LX Pantos | Bath, PA

- Self-motivated, with a strong sense of personal responsibility.
- Worked effectively in fast-paced environments.
- Skilled at working independently and collaboratively in a team environment.
- Proven ability to learn quickly and adapt to new situations.
- Excellent communication skills, both verbal and written.
- Worked well in a team setting, providing support and guidance.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Worked flexible hours across night, weekend, and holiday shifts.
- Paid attention to detail while completing assignments.
- Used critical thinking to break down problems, evaluate solutions and

make decisions.

INVENTORY CONTROL SUPERVISOR

03/2024 to 10/2024

NFI Industries | Tobyhanna, PA

- Improved inventory accuracy by conducting regular cycle counts and reconciling discrepancies.
- Led a team of inventory control specialists, providing guidance, performance evaluations, and professional development opportunities.
- Optimized storage space utilization by reorganizing warehouse layout and product placement.
- Reduced stock discrepancies with thorough audits of physical inventory and warehouse organization.
- Streamlined warehouse operations by implementing efficient inventory control processes and procedures.
- Facilitated regular communication between departments for seamless coordination in replenishment activities.
- Coordinated cross-functional teams for successful execution of annual physical inventories and reconciliation activities.
- Maintained safe work environment and confirmed current compliance with OSHA and other governmental regulations.
- Recommended measures to improve production methods, equipment performance and team operation and productivity.
- Worked closely with personnel, customers, and contractors to resolve problems.
- Motivated workers to exceptional performance through implementation of new strategies.
- Balanced schedule and customer demands against team capabilities and available resources to meet performance objectives.
- Memorized facility layout and located products.
- Motivated and managed performance, activities and responsibilities of Inventory Control Team.
- Managed multiple complex inventory activities and client-driven projects.
- Cross-referenced invoices and supplies for reporting accuracy.
- Collaborated with other departments within facility to educate and understand how functions affect inventory.
- Maintained control of cycle counts, physical inventory and discrepancy research.
- Processed damaged goods and completed wasted inventory paperwork.
- Optimized warehouse space utilization, allowing for smoother operations with strategic layout planning.
- Enhanced employee engagement and reduced turnover by developing comprehensive training and development program for inventory team.
- Fostered culture of continuous improvement, leading initiatives for process optimization that enhanced operational efficiency.
- Reduced product loss by establishing rigorous quality control procedures

upon receipt of goods.

- Improved team productivity by training staff on best practices in inventory control and management.
- Enhanced order fulfillment speed, ensuring accurate picking, packing, and shipping of customer orders.
- Ensured compliance with safety regulations by maintaining a clean, organized warehouse environment and proper handling of hazardous materials.

WAREHOUSE OPERATIONS LEAD

12/2021 to 03/2024

NFI Industries | Tobyhanna, PA

- Trained new hires in warehouse procedures, safety standards, and equipment operation, fostering a skilled workforce.
- Enforced compliance with OSHA regulations across all aspects of warehousing activities.
- Managed daily operations, delegating tasks to team members and ensuring timely completion of assignments.
- Coordinated with other departments for seamless flow of goods from receiving to shipping stages.
- Mentored junior staff members, fostering a supportive work environment that encouraged professional growth and development opportunities within the company.
- Built motivated warehouse team to consistently accomplish operations goals and exceed performance targets.
- Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.
- Verified documentation and condition of freight to assure quality standards were achieved.
- Assisted in receiving, stocking and distribution of merchandise.
- Operated equipment while observing standard safety procedures.
- Loaded and unloaded materials onto and off of trucks for fast shipment.
- Drove forklifts, pallet jacks and other equipment to move materials.
- Used handheld scanners to efficiently track and maneuver freight throughout distribution network.
- Helped train new employees in safe practices and warehouse procedures.
- Maintained clean, orderly work environment free of hazards.
- Verified quantity and description of materials received by checking merchandise against packing list.

INVENTORY CONTROL CLERK

03/2020 to 12/2021

NFI Industries | Tobyhanna, PA

- Completed daily cycle counts to maintain accuracy of records
- Managed complex projects as directed by leadership, delivering positive outcomes within time and budget constraints

- Audited and corrected discrepancies in inventory numbers
- Unloaded shipments, reviewed merchandise and tracked paperwork
- Received, sorted and processed damaged goods with vendors or manufacturers
- Implemented organizational systems to optimize product placement and operational productivity
- Recorded information, shortages and discrepancies to keep records current and accurate
- Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies
- Maintained inventory count, tracked usage and documented variances
- Accepted delivered packages, verified products and checked delivery totals to keep system records current and accurate

SOS CLERK

11/2018 to 03/2020

NFI Industries | Tobyhanna, PA

- Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment
- Minimized delivery delays by verifying merchandise, labels and documents for customer order prior to shipment
- Verified all load information
- Assisted management by pulling documentation and organizing files for review
- Maintained composure in stressful situations and continued to provide helpful and kind guest services for fantastic customer satisfaction
- Reviewed records, paperwork and orders for errors and resolved issues with minimal direction
- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members
- Checked packages and merchandise for damage
- Recorded information, shortages and discrepancies to keep records current and accurate
- Operated RF scanners to track merchandise and verify contents of containers
- Completed daily cycle counts and quarterly inventories and resolved variances to maintain data accuracy
- Labeled and accurately moved customer orders to meet shipment timetables and minimize errors
- Updated daily logs with regular shift activities and incident details
- Accepted delivered packages, verified products and checked delivery totals to keep system records current and accurate

EDUCATION



High School Diploma

Stroudsburg High School, Stroudsburg, PA

06/2011