

**Walter Shedd**  
4869 N. Broadway  
Boulder, CO. 80304  
(303)883-6034  
(303)883-6034

**Objective:** An entry-level position in a company with opportunity for advancement.

**Experience:** Goldbug Inc. Aurora, CO. 80011  
**Inventory Clerk** 02/02/2001 to 09/15/2006

- Compiled and maintained records of quantity, type and value of material, equipment, merchandise and supplies in stock.
- Counted material, equipment, merchandise and supplies in stock.
- Posted totals to inventory records, manually and using computer.
- Compared inventories to office records.
- Computed figures from records, such as sales orders, production records and purchase invoices to obtain current inventory.
- Verified clerical computations against physical count of stock and adjusted errors in computations.
- Investigated and reported reasons for discrepancies.
- Compiled information on receipt and disbursement of material, equipment, merchandise and supplies.
- Computed inventory balance, price and cost.
- Prepared reports, such as inventory balance, price lists and shortages.
- Prepared lists of depleted items.
- Recommended surveys of defective and unusable items.
- Operated office machines, such as a typewriter and calculator.
- Stocked and issued materials and merchandise.
- Maintained high standards of excellence.

**Education:** Davenport Community Schools  
**GED**

Davenport ,IA.  
1979

**References:** Available upon request