

Juan Day

Inventory Specialist

📞 (216) 555-0123 ✉️ juan.day@example.com 🔗 linkedin.com/in/juanday 📍 Cleveland, OH 44114



STRENGTHS

- 🗨️ **Effective Communicator**
Articulated complex information clearly among team members and clients, fostering trust and seamless interactions.
- 👁️ **Detail-Oriented**
Consistently examined inventory conditions meticulously, ensuring accuracy while maintaining high-performance levels.
- 👥 **Collaborative Leader**
Championed team-based initiatives, guiding colleagues through training on inspection protocols for better synergy.
- 💻 **Tech-Savvy**
Leverage mobile apps and tablets efficiently, streamlining workflows and enhancing data accuracy in reporting.
- 🕒 **Time Management Pro**
Successfully developed schedules for inspections that maximized productivity and ensured timely report submissions.

SKILLS

Inventory Inspection

Asset Verification Data Analysis

Mobile Applications

Communication

Time Management Reporting

Logistics Coordination

Collaborative Problem Solving

Inspection Protocols

Technology Adoption

Discrepancy Resolution

SUMMARY

Detail-oriented professional with extensive experience in inventory inspections and asset verification across automotive and recreational vehicle industries. Proven ability to work independently, leveraging strong communication skills to liaise effectively between stakeholders. Adept at utilizing mobile applications and tablets for accurate reporting and operational efficiency. Committed to ongoing learning and adapting to various roles while meeting company demands. Pursuing opportunities where attention to detail and collaborative spirit drive results, particularly in dynamic team settings focused on inventory finance, dealership operations, or field inspection processes.

EXPERIENCE

Inventory Specialist

Home Inspection Services 📅 June 2025 - Present 📍 Cleveland, OH

This role encompasses conducting detailed inspections of assets across various client locations, ensuring compliance with financial industry standards. Instrumental in evaluating condition and reconciling discrepancies to enhance accuracy in reporting.

- Performed thorough inspections of inventory at diverse business locations, affirming adherence to required guidelines.
- Collaborated with teams to evaluate asset conditions and resolve discrepancies found during reconciliations.
- Utilized mobile technology for data entry and effective communication, resulting in elevated operational efficiency.
- Managed scheduling of inspections based on client needs, optimizing time management for reliable service delivery.
- Trained new personnel on best practices for inspections, promoting efficiency and confidence within the team.

Field Inspector

Finance Solutions Group 📅 January 2024 - May 2025 📍 Cleveland, OH

Served as a field inspector with responsibilities centered around physically inspecting assets financed through banks and finance companies. This role involved verifying collateral conditions and documenting precise findings for asset evaluations.

- Conducted strict physical inspections of financed equipment, ensuring comprehensive documentation of several asset valuations.
- Engaged clients directly to clarify their requirements and exceed expectations during inspections.
- Developed efficient schedules for inspections that minimized delays, thereby enhancing turnaround times on reports.
- Leveraged tablet technology to record and communicate findings promptly, significantly improving operational workflow.

Inventory Management Analyst

University Project 📅 August 2023 - December 2023 📍 Cleveland, OH

Focused on analyzing inventory data within a simulated environment to identify gaps in practices and propose actionable improvements. Fostered collaboration among peers to produce quality reports on industry best practices.

- Conducted data analysis regarding inventory turnover rates, providing insights leading to optimized stock management.
- Worked together with fellow students to compile a report detailing principles in inventory financing and proactive methods.

Transport Management

Scheduling Client Engagement

Continuous Learning

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Inventory Specialist at Home Inspection Services (1.2 Years)

● Field Inspector at Finance Solutions Group (1.3 Years)

● Inventory Management Analyst at University Project (4 Months)

- Presented analytical findings clearly to an audience including faculty, showcasing developed communication competencies.
- Employed statistical tools for in-depth evaluations, elevating technical mastery in inventory oversight.

LEADERSHIP & AWARDS

- Dean's List - Cleveland State University, 2024
- Best Team Project - University Inventory Management Challenge, 2023

EDUCATION

Bachelor of Science in Business Administration

Cleveland State University 🎓 GPA: 3.8 📅 2026 📍 Cleveland, OH

Coursework: Finance, Marketing, Inventory Management, Data Analysis

CERTIFICATIONS

- Inventory Management Certification 📅 2025
- Mobile Application Proficiency 📅 2025

TECHNICAL SKILLS

- **Mobile Applications:** Android, iOS, Cross-platform Apps
- **Inventory Management Tools:** NetSuite, Oracle Inventory, Zoho Inventory
- **Data Analysis Software:** Excel, R, Tableau
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Project Management Tools:** Trello, Asana, JIRA
- **Reporting Standards:** ISO 9001, GAAP, IFRS
- **Data Entry Systems:** SAP, Salesforce, Microsoft Access
- **Technical Certifications:** Six Sigma, PMI-ACP, Lean Principles
- **Statistical Analysis Tools:** SPSS, Stata, MATLAB
- **Operating Systems:** Windows, macOS, Linux

PROFESSIONAL AFFILIATIONS

- Member, Business Administration Student Association, 2023 – Present
- Volunteer, Local Food Bank Inventory Coordinator, 2024 – Present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST