

Adalyn Long

Inventory Associate

☎ (404) 555-0192 ✉ adalyn.long@example.com

🌐 linkedin.com/in/adalynlong 📍 Atlanta, GA 30303

STRENGTHS

⇒ Adaptability

Thrived in diverse conditions, reshaping efforts in response to changing work environments, earning admiration from peers for resourcefulness.

👥 Teamwork

Fostered strong collaborations, often highlighted for leading effective discussions that drove project progress forward.

💡 Problem Solving

Approached challenges proactively, showcasing creativity in overcoming obstacles that hinder project advancements.

✅ Attention to Detail

Ensured top-tier information accuracy in tasks, gaining trust among teammates who sought assistance in intricate situations.

🗣️ Communication Skills

Enhanced information sharing through clear articulations during group discussions, enabling improved stakeholder understanding.

SKILLS

Inventory Management

Data Analysis Customer Service

Team Collaboration

EH&S Compliance Communication

Problem Solving

Microsoft Office Suite

Project Management

Logistics Coordination

Vehicle Reconditioning

Safety Protocols

Operational Efficiency

SUMMARY

Detail-oriented and motivated Inventory Associate with extensive experience in vehicle logistics and customer service. Proven ability to implement accurate inventory management, ensuring operational excellence and a seamless customer experience. Strong communication skills facilitate effective collaboration with teams, enhancing overall performance and safety standards in fast-paced environments. Passionate about supporting business growth within the auto industry and delivering vehicles that meet high standards of quality and reliability. Dedicated to continuous learning and contributing positively to a team dynamic, ultimately improving customer satisfaction.

EXPERIENCE

Capstone Project Developer

University Project 📅 August 2025 - May 2026 📍 Atlanta, GA

Developed an innovative vehicle inventory management system tailored for a simulated auto retail environment, which enhanced business processes and operational efficiency. Collaborated with a five-member team to ensure realistic functionality and user-friendliness while also implementing critical safety protocols in project simulations.

- Designed a comprehensive vehicle tracking method using best practices in inventory management, increasing accessibility.
- Conducted thorough data analyses to improve operational processes, providing key insights into vehicle turnover rates.
- Created an intuitive user interface that resulted in a significant reduction in training time for new users, fostering a smoother operational transition.
- Facilitated project presentations wherein concepts were communicated effectively to faculty, receiving commendable reviews focused on creativity and clarity.
- Drafted and maintained detailed documentation outlining project methodologies, recognized for exceptional organization and relevance.
- Actively engaged in collaborative brainstorming sessions that encouraged shared problem-solving and innovative solution generation.

Research Assistant

University Research Lab 📅 September 2024 - May 2025 📍 Atlanta, GA

Contributed valuable support in researching consumer behavior trends within the auto retail sector. Actively participated in qualitative and quantitative data collection methods while analyzing findings that influenced anticipated marketing strategies and customer engagement approaches.

- Assisted in survey design and execution, facilitating data gathering crucial for evaluating customer preferences and behaviors.
- Analyzed compiled data for patterns that led to informed suggestions aimed at refining sales tactics and enhancing clients' experiences.
- Prepared visual aids for research presentations, successfully communicating conclusions and actionable insights to academic peers and faculty.
- You strategized monitoring procedural integrity throughout experiments, ultimately enhancing the lab's compliance efficacy.
- Organized data submission tracks and records meticulously, thereby maintaining excellence in research rigor and organizational flow.
- Actively partook in collaborative meetings that fostered a culture of collective interest and investment in ongoing projects.

LEADERSHIP & AWARDS

- Recognized as Top Performing Capstone Project by Faculty in 2026
- Received Honor Roll Recognition in Academic Year 2025 for Outstanding GPA

Quality Assurance

Workflow Optimization

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Capstone Project Developer at University Project (9 Months)

● Research Assistant at University Research Lab (8 Months)

EDUCATION

Master's Degree in Business Administration

Georgia State University 🎓 GPA: 4.0 📅 2026 📍 Atlanta, GA

Coursework: Strategic Management, Marketing Principles, Organizational Behavior, Finance

Bachelor's Degree in Business Administration

Georgia State University 🎓 GPA: 3.9 📅 2024 📍 Atlanta, GA

Coursework: Operations Management, Data Analytics, Project Management, Public Speaking

CERTIFICATIONS

- Certified Professional Manager (CPM) 📅 2026
- Project Management Certificate 📅 2025

TECHNICAL SKILLS

- **Inventory Tracking Software:** XYZ Inventory Pro, ABC Vehicle Tracker, EfficientLot
- **Data Analysis Tools:** Excel, R, Python
- **Project Management Tools:** Asana, Trello, MS Project
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **EHS Standards:** OSHA Regulations, Local Safety Guidelines, Best Practices
- **Customer Relationship Management:** Salesforce, Zoho CRM, HubSpot
- **Work Scheduling Systems:** Planday, Deputy, Humanity
- **Vehicle Cleaning Equipment:** Steam Cleaners, Buffing Machines, Pressure Washers
- **Presentation Tools:** PowerPoint, Google Slides, Prezi
- **Documentation Software:** Google Docs, Notion, Confluence

PROFESSIONAL AFFILIATIONS

- Member of Georgia State University Business Club since 2022
- Active Participant in University Research Symposiums since 2023

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST