

Levi Le

Retail Inventory Specialist

 (417) 555-1234  levi.le@example.com

 linkedin.com/in/levile  Springfield, MO 65807

STRENGTHS

-  **Adaptability**
Enhanced flexibility in scheduling allowed me to manage assignments while balancing other commitments seamlessly.
-  **Collaboration**
Regularly engaged with both store personnel and peers, becoming a reliable resource during challenging project phases.
-  **Attention to Detail**
Commitment has markedly improved data accuracy scores, facilitating effective stakeholder communications.
-  **Communication**
Clear exchanges with store representatives ensured vital data reflected transactional realities leading to efficient restocking.
-  **Technical Proficiency**
Adept use of handheld technology streamlined data collection and undoubtedly contributed to error-free reports.

SKILLS

Inventory Management	
Data Collection	Retail Analytics
Team Collaboration	
Handheld Device Proficiency	
Scheduling Flexibility	
Effective Communication	
Observational Analysis	
Reporting Accuracy	
Training & Development	
Process Improvement	
Scheduling Coordination	

SUMMARY

Focused, detail-oriented professional skilled in inventory management and data collection within retail settings. Demonstrated ability to gather observational data effectively through field assessments at grocery, mass merchant, and drug stores. Strongly dedicated to meeting project deadlines while adjusting to a flexible schedule created around my commitments. Skillful with handheld devices for accurate data entry, adept at collaborating with teams across different areas, providing insights that drive process improvements. Eager to contribute further in new environments, enhancing efficiency standards and accuracy in inventory tracking.

EXPERIENCE

Retail Inventory Specialist

DataCollect Inc.  January 2025 - Present  Springfield, MO

- Engaged in comprehensive inventory assessments across local retail outlets, harnessing technology to gather critical data on product placements and stock levels efficiently. Supported various store formats while prioritizing accurate reporting practices and high levels of data fidelity.
- Conducted regular inventory assessments across multiple retail sites using handheld devices for accurate data capture.
 - Collaborated with team members to ensure optimal product placement through detailed observational analysis.
 - Managed an adaptable work schedule to meet project deadlines successfully.
 - Trained new colleagues on data collection processes, fostering a collaborative work environment.
 - Utilized advanced tech solutions to enhance data reliability, improving overall reporting metrics.
 - Interacted closely with store staff, gathering insights for potential enhancements in inventory practices.

Inventory Analyst

StoreMetrics LLC  June 2023 - December 2024  Branson, MO

- Played a key role in implementing new systems to refine inventory tracking. Evaluated existing methodologies ensuring operational excellence while offering strategic insights driven by thorough analysis.
- Assisted in launching a pioneering inventory system resulting in significant reduction in discrepancies.
 - Performed on-site evaluations across diverse store formats to collect actionable intelligence on inventory status.
 - Analyzed reporting data to produce recommendations aiding product management decisions.
 - Supported comprehensive training initiatives for staff, which improved team productivity and understanding.
 - Maintained precise records reflecting all movements and adjustments within the inventory cycle.
 - Worked collaboratively with stakeholders to streamline inventory workflows enhancing overall operational effectiveness.

LEADERSHIP & AWARDS

- Outstanding Employee Award for January 2026 due to exceptional performance in inventory audits.
- Received recognition for contributions to improving real-time tracking accuracy and efficiency in 2025.

EDUCATION

Bachelor's Degree in Business Administration

Error Reduction

Stakeholder Engagement

Strategic Insight

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

3.1
YEARS

Retail Inventory Specialist at
DataCollect Inc. (1.6 Years)

Inventory Analyst at
StoreMetrics LLC (1.5 Years)

University of Missouri 🎓 GPA: 3.6 📅 2026 📍 Columbia, MO

Coursework: Marketing, Operations Management, Financial Accounting, Retail Management

CERTIFICATIONS

- Certified Inventory Optimization Specialist 📅 2025

TECHNICAL SKILLS

- Data Entry Tools:** Excel, Google Sheets, Inventory Scanning Software
- Communication Tools:** Slack, Microsoft Teams, Email
- Project Management Software:** Trello, Asana, Monday.com
- Reporting Tools:** Tableau, Power BI, Advanced Excel Functions
- Mobile Applications:** Handheld Inventory Devices, Mobile Scanning Apps, Data Logging Apps
- Analytical Tools:** SQL, R, Python
- Inventory Software:** SAP, Oracle NetSuite, Fishbowl
- Statistical Methods:** Regression Analysis, Trend Evaluation, Forecast Modelling
- Field Research Techniques:** Surveys, Observation, Data Sampling
- Training Solutions:** Workshops, Onboarding Modules, E-Learning

PROFESSIONAL AFFILIATIONS

- Member of the National Association of Inventory Specialists since 2025.
- Active volunteer in community service projects focusing on sustainable practices in retail.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST