

Levi Le

 (417) 555-1234  levi.le@example.com  linkedin.com/in/levile  Springfield, MO 65807

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
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

SKILLS

- Inventory Management
- Handheld Device Proficiency
- Reporting Accuracy
- Error Reduction
- Data Collection
- Scheduling Flexibility
- Training & Development
- Stakeholder Engagement
- Retail Analytics
- Effective Communication
- Process Improvement
- Strategic Insight
- Team Collaboration
- Observational Analysis
- Scheduling Coordination

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST