

Kane Villanueva

Cycle Counter Inventory Clerk

 (414) 555-1234  kane.villanueva@email.com  linkedin.com/in/kanevillanueva  Milwaukee, WI 53202

STRENGTHS

-  **Strong Problem Solver**
Quickly addresses issues by analyzing root causes, streamlining solutions that promote efficiency.
-  **Excellent Communicator**
Builds strong networks across various teams; encourages open and constructive dialogue that enhances operations.
-  **Team Player**
Actively collaborates with others towards achieving shared goals while adapting strategies as needed.
-  **Detail-Oriented**
Spots inaccuracies during audits, which ensures stock levels are always correct at any time.
-  **Safety Focused**
Prioritizes adhering to safety measures consistently; promotes a safe work environment leading by example.

SKILLS

Inventory Management
Cycle Counting
Good Manufacturing Practices (GMP)
Microsoft Office Suite
Team Collaboration
Problem Resolution

LANGUAGES

English	Native
Spanish	Intermediate

SUMMARY

Warehouse Inventory Clerk with a strong background in inventory processes and audits. Bringing over five years of hands-on experience in ensuring stock accuracy through diligent cycle counting and problem resolution. Proven ability to foster collaborative relationships among team members, enhancing overall operational efficiency. Recognized for upholding safety standards while contributing to continuous improvement initiatives. Excellent communication skills facilitate effective partnerships across all organizational levels. Ready to leverage expertise to support Ryder Logistics in maintaining inventory precision, ultimately boosting client satisfaction and operational productivity.

EXPERIENCE

Cycle Counter Inventory Clerk

Logistics Solutions Inc.  June 2023 - Present  Madison, WI

- In the role of Cycle Counter Inventory Clerk, responsible for performing daily audits and coordinating with Operation Supervisors in resolving discrepancies. Engage closely with logistics operations to ensure transparency and adherence to Good Manufacturing Practices.
- Conduct daily cycle counts and audits to verify inventory integrity.
 - Collaborate with supervisors on identifying and correcting discrepancies in inventory.
 - Perform thorough audits of inbound and outbound shipments, ensuring compliance with quality standards.
 - Maintain comprehensive records of transactions to facilitate reporting and analysis.
 - Assist in physical inventory counts, promoting teamwork within the warehouse.
 - Implement best practices that enhanced inventory management processes, resulting in improved accuracy.

Inventory Specialist

Warehouse Management Corp.  August 2021 - May 2023  Green Bay, WI

- As an Inventory Specialist, focused on accurate stock maintenance and developed strong relationships with colleagues to foster a high-performing team environment. Oversaw tracking and reporting processes which influenced strategic decisions.
- Executed inventory procedures to enhance stock levels and reduce discrepancies.
 - Cultivated professional relationships with team and leadership, nurturing collaboration.
 - Employed Microsoft Office Suite to manage and report inventory data.
 - Trained new hires effectively, contributing to team development and productivity.
 - Participated in safety sessions, furthering workplace compliance and team engagement.
 - Recognized for innovative approaches to improve inventory systems.

Warehouse Associate

Supply Chain Innovations  March 2020 - July 2021  Kenosha, WI

- Operated efficiently as a Warehouse Associate, supporting broad inventory management activities. Developed proficiency in utilizing equipment to streamline workflow while monitoring compliance with safety regulations.
- Performed regular audits to validate compliance with established safety protocols.
 - Assisted in processing incoming and outgoing shipments, improving accuracy.
 - Collaborated closely with peers to maintain organized operations throughout the warehouse.
 - Gained skills operating warehouse machinery, bolstering fulfillment capabilities.
 - Documented inventory processes meticulously to support ongoing audits.
 - Engaged in team discussions focusing on process improvements and operational efficiencies.

LEADERSHIP & AWARDS

- Received Employee of the Month for exceptional performance in inventory accuracy and team collaboration.
- Recognized internally for pioneering safety initiatives that improved compliance across shifts.

MY CAREER



- Cycle Counter Inventory Clerk at Logistics Solutions Inc. (3.2 Years)
- Inventory Specialist at Warehouse Management Corp. (1.8 Years)
- Warehouse Associate at Supply Chain Innovations (1.3 Years)

EDUCATION

High School Diploma
Milwaukee High School 🎓 GPA: 3.8 📅 2016 📍 Milwaukee, WI
Coursework: Mathematics, Business Studies, Computer Science, English

CERTIFICATIONS

- Forklift Operator Certification 📅 2025
- OSHA Safety Certification 📅 2025

TECHNICAL SKILLS

- **Inventory Management Tools:** Oracle Inventory, SAP, NetSuite
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Reporting Software:** Power BI, Tableau, Microsoft Excel
- **Auditing Standards:** ISO 9001, GMP Compliance, SOP Adherence
- **Warehouse Equipment:** Forklifts, Pallet Jacks, Scanners
- **Operational Procedures:** Lean Methodology, Six Sigma, Total Quality Management
- **Safety Protocols:** Incident Reporting, Hazard Assessments, PPE Guidelines
- **Time Management Technologies:** Trello, Asana, Monday.com
- **Data Analysis Tools:** Google Analytics, SQL, R
- **Professional Training Programs:** Onboarding Workshops, Leadership Training, Safety Drills

PROFESSIONAL AFFILIATIONS

- Member of National Warehouse Association where professional growth opportunities arise.
- Active participant in local community service projects coordinated by Warehouse Industry Coalition.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST