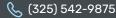
Tara Nguyen

Inventory Warehouse Clerk



CONTACT



★ tara.nguyen@gmail.com

United States, Los Angeles, CA



😭 EDUCATION

High School Diploma

Los Angeles High School, Los Angeles, CA, Graduated: May 2024

Forklift Operation Safety Training

OSHA-certified, 2024



PROFESSIONAL SUMMARY

Detail-oriented Inventory Control Clerk with a solid foundation in warehouse operations, including stock management, tracking, and inventory systems. Eager to contribute to a dynamic team by ensuring accurate and timely inventory processing and delivery.



EXPERIENCE

Inventory Control Clerk

2025 - Now

Central Distribution Warehouse, United States, Los Angeles,

- · Manage the flow of inventory, from receipt to storage to shipment, ensuring accurate stock counts.
- · Perform regular cycle counts and assist with stock audits to identify discrepancies.
- · Enter data into the warehouse management system (WMS) and resolve any errors or discrepancies.
- · Collaborate with the shipping department to ensure timely order fulfillment and inventory accuracy.
- · Monitor stock levels and provide recommendations for reordering supplies to prevent shortages.

Warehouse Assistant

2025 - 2025

QuickMove Logistics, United States, Los Angeles, CA

- · Assisted with receiving, labeling, and organizing goods upon arrival.
- · Supported inventory control processes by sorting items and ensuring they are accurately logged into the system.
- · Worked closely with the inventory control team to maintain an efficient workflow and reduce stock errors.



SKILLS

Inventory management software (e.g., SAP, Oracle)	****	1
Attention to detail in stock handling	****	1
Strong organizational skills	****	1
Knowledge of barcode scanners and WMS	****	•
Basic math and data entry skills	****	1