

[First Last Name]

[City, State] | [email@example.com] | [(000) 000-0000] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Inventory Analyst** with [X] years of experience optimizing stock levels, improving forecast accuracy, and reducing carrying costs across [retail/distribution/manufacturing] environments. Proven track record of leveraging **data-driven analysis**, ERP systems, and Excel/BI tools to enhance inventory visibility and support operational decisions. Adept at cross-functional collaboration with purchasing, operations, and finance to align inventory strategies with service level and cost targets.

PROFESSIONAL EXPERIENCE

[Inventory Analyst] | [ABC Distribution Company]

[MM/YYYY] – Present | [City, State]

- Analyzed SKU-level demand and safety stock parameters using [Excel] and [ERP system, e.g., SAP/Oracle/NetSuite], improving forecast accuracy by [X%] and reducing stockouts across [X] distribution centers.
- Developed weekly inventory health reports and dashboards using [Excel / Power BI / Tableau] to track turns, days on hand, and aged inventory, enabling leadership to decrease excess and obsolete stock by [X%].
- Partnered with purchasing and operations to implement reorder point and min/max adjustments, balancing **service level targets** with carrying costs and achieving a [X%] reduction in overall inventory value without impacting fill rate.

[Junior Inventory Analyst] | [XYZ Retail Group]

[MM/YYYY] – [MM/YYYY] | [City, State]

- Monitored inventory levels across [X] stores and [X] warehouses, investigating variances between system and physical counts using [WMS/ERP] reports and root-cause analysis techniques.
- Supported cycle count programs by preparing count sheets, reconciling discrepancies, and documenting process gaps, contributing to an improvement in inventory accuracy from [X%] to [Y%].
- Assisted in seasonal planning and new product introductions by compiling historical sales, lead times, and supplier performance metrics, helping planners set appropriate initial buy quantities and safety stock.

EDUCATION

[Bachelor of Science in Supply Chain Management] | [State University Name]

[MM/YYYY] – [MM/YYYY] | [City, State]

Relevant coursework: [Inventory Management], [Operations Management], [Statistics], [Data Analysis], [Logistics & Distribution].

CERTIFICATIONS (OPTIONAL)

[APICS Certified in Planning and Inventory Management (CPIM)] | [Association for Supply Chain Management]

[Expected/Completed MM/YYYY]

SKILLS

Technical & Analytical: [Inventory modeling], [Demand forecasting], [Safety stock optimization], [ABC analysis], [Cycle counting], [Data validation]

Tools & Systems: [ERP (e.g., SAP/Oracle/NetSuite)], [WMS], [Advanced Excel (VLOOKUP/XLOOKUP, PivotTables, INDEX-MATCH)], [SQL (basic queries)], [Power BI/Tableau], [Forecasting software]

Business & Operations: [Supply chain fundamentals], [Lead time analysis], [Vendor performance tracking], [Cost-to-serve analysis], [Service level management]

Soft Skills: [Attention to detail], [Problem solving], [Cross-functional communication], [Time management], [Process improvement mindset], [Stakeholder collaboration]

SELECTED PROJECTS

[Inventory Optimization Initiative for Top 100 SKUs] | [ABC Distribution Company]

[MM/YYYY] – [MM/YYYY]

- Conducted ABC analysis and demand variability assessment for top 100 SKUs using [Excel / BI tool], recalibrating safety stock and reorder points to better reflect demand patterns and supplier lead times.
- Collaborated with purchasing and operations to pilot new planning parameters, resulting in a [X%] reduction in backorders and [Y%] improvement in inventory turns for the targeted product group.

[Cycle Count Process Improvement Project] | [XYZ Retail Group]

[MM/YYYY] – [MM/YYYY]

- Mapped existing cycle count workflows, identified high-variance locations, and proposed a risk-based counting schedule prioritizing high-value and fast-moving items.
- Standardized variance investigation templates and reporting, enabling management to track recurring issues (e.g., receiving errors, mis-picks) and reduce overall inventory adjustments by [X%].