





# Tara Nguyen

Inventory Warehouse Clerk

## CONTACT

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 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, CA**

- 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)	★★★★★
Attention to detail in stock handling	★★★★★
Strong organizational skills	★★★★★
Knowledge of barcode scanners and WMS	★★★★★
Basic math and data entry skills	★★★★★