

# Inventory Bookkeeper

# Sophia Nguyen

## Professional summary

Organized and detail-oriented professional with experience in inventory management and data entry. Proficient in inventory tracking systems and accounting software. Seeking an entry-level inventory bookkeeper role at Cascade Retail Group to streamline financial and inventory records.

## Experience

### Inventory Clerk

June 2025 - Now

Northwest Electronic / Seattle, WA

- Manage inventory records for 2,000+ items, ensuring accurate stock levels.
- Conduct monthly audits to reconcile inventory discrepancies.
- Assist the finance team with purchase orders and vendor payments.
- Collaborate with the sales team to track inventory turnover rates.

### Cashier (Part-Time)

February 2022 - May 2024

Rainier Grocery / Seattle, WA

- Handled cash transactions and balanced registers daily with 100% accuracy.
- Maintained organized records of inventory orders and restocking.
- Provided excellent customer service and resolved payment-related issues.

## Technical Projects

### Inventory Optimization Analysis

March 2025 - May 2025

University of Washington, Seattle, WA

- Conducted a detailed analysis of inventory turnover rates for a mock retail business.
- Used Microsoft Excel and NetSuite to forecast demand and reduce holding costs by 15%.
- Presented findings and recommendations to a panel of faculty and peers.

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## Links

LinkedIn

## Education


### Bachelor's Degree in Accounting


University of Washington, Seattle, WA

Graduated May 2025


- Relevant Coursework: Inventory Management, Managerial Accounting, Business Analytics


## Skills

Inventory management software (NetSuite, QuickBooks) 

Data analysis and reporting 

Budgeting and forecasting 

Microsoft Excel (Pivot Tables, VLOOKUP) 

Attention to detail and accuracy 

## Hobbies

- ◆ Sustainability in supply chain management
- ◆ Using technology to streamline inventory operations
- ◆ Volunteering with local nonprofits to improve financial literacy