

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Warehouse Supervisor - Company / Location

MONTH YEAR - Present

- Oversee all entry-level employees to ensure they're following warehouse protocol and strategies.
- Conduct safety protocol training for all employees under my supervision and quarterly performance reviews.
- Assist in scheduling warehouse workers to ensure all roles are filled each day with appropriate employees according to scheduling needs.
- Manage shipments by cataloging and tracking to ensure timelines are being met.
- Address concerns in a professional manner and bring them to the appropriate individuals.

### Store General Manager - Company / Location

MONTH YEAR – MONTH YEAR

- Ensure all shifts are fully staffed with qualified employees who know what area of the store they'll be working upon arrival for their shift.
- Manage all payroll and accounting duties to ensure no financial discrepancies within the store.
- Conduct team meetings to encourage teamwork and address any problems or new policies as they arise.
- Hire new employees that are qualified and fit well with company goals and culture.
- Manage all shipments that arrive at the store to ensure they're unpacked, and all items are stocked in their appropriate places.

### Project Experience

- Organize a hiring fair to look for motivated and driven individuals to join the company and contribute to company goals.
- Implement safety protocol training to ensure all employees are up to date on safety protocols and know what to do in the event of an accident or injury on the job.
- Create a new scheduling request system to streamline requests for particular shifts and time off which decreased call-outs from employees by 45%.

## Education

### Bachelor's degree Business Management - University of Florida

MONTH YEAR

- GPA: 3.7
- AWARD
- AWARD

### Master's degree in logistics - University of Florida

May 2009

- GPA: 4.0
- AWARD
- AWARD

## Skills

### Expertise

- Accounting and data entry
- Organizational skills
- Logistics
- Customer service
- Scheduling
- Managing over 100 employees at one time

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- OSHA safety certificate
- Forklift safety inspector
- Certified logistics associate