

# NAME

TITLE

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

## Profile

Organized, highly trained warehouse supervisor looking to attain a stimulating and dynamic position on a growing team. I have strong leadership skills, a passion for team collaboration, and a proven track record of ensuring effective and efficient workflows.

## Experience

### Warehouse Supervisor - ABC Company / Location

MONTH YEAR - Present

- Managed a team of 45 employees and provided training, support, and feedback on their performance
- Monitored warehouse key performance indicators to ensure the company was meeting its goals each week
- Supervised daily warehouse operations, including but not limited to managing inventory, fulfilling orders, receiving and storing items, etc.
- Worked with our logistics department to coordinate time-sensitive shipments and guarantee proper documentation of shipments and deliveries
- Conducted ongoing audits to ensure warehouse-wide adherence to safety standards and company protocols

### Warehouse Team Lead - DEF Store / Location

MONTH YEAR – MONTH YEAR

- Ensured timely and efficient execution of standard warehouse activities like receiving, storing, ordering, picking, packing, and shipping
- Coordinated a team of associates by assigning specific tasks and monitoring weekly performance goals
- Met order fulfillment targets 99% of the time
- Enforced occupational health and safety protocols throughout the warehouse team
- Performed quality control checks of both outgoing and incoming products

### Project Experience

- Continuous Improvement Initiative:** I led a continuous improvement initiative to implement lean principles, optimize the layout of the warehouse for efficient workflow, and introduce the teams to new and improved technologies.
- Inventory Management Projects:** I recurrently take on inventory management projects, in conjunction with the inventory management team, to help minimize stock discrepancies and reduce overall inventory carrying costs.

## Education

### Bachelor of Science in Supply Chain Management - Arizona State University

MONTH YEAR

- GPA: 3.67
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Supply chain management
- Verbal and written communication
- Detail-oriented
- Safety awareness
- Effective task delegation

## Licenses & Accreditations

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- Certified Forklift Operator
- Certified Supply Chain Professional
- Certified Warehouse and Distribution Professional