

NAME

TITLE

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

Profile

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Experience

Walmart Supervisor - Company / Location

MONTH YEAR - Present

- Oversee associate employees to ensure they're adhering to their job duties.
- Create shift schedules that adhere to company policy, designate who will be in which department, and consider every employee's scheduling needs.
- Conduct training and meetings with employees to discuss company policies and other important matters.
- Ensure all employees adhere to safety protocols and other company policies while on the job.
- Meet with other supervisors and managers to implement best practices.

Warehouse Associate - Company / Location

MONTH YEAR – MONTH YEAR

- Assist in training entry-level warehouse employees.
- Help track, catalog, and unload shipments as they arrive at the warehouse.
- Operate and perform light maintenance on forklifts and other machinery.
- Implement safety training for all entry-level employees and general labor workers in the warehouse.
- Review inventory processes with the warehouse supervisor regularly to ensure goals and expectations are being met on all levels.

Project Experience

- Identified opportunities for improvement in cataloging inventory and successfully implemented a new strategy to improve efficiency by 15%.
- Conducted CPR training for other warehouse employees who didn't have the certification to make them more valuable as individuals.
- Managed a team for Relay for Life by collecting donations, and overseeing my entire team throughout the process.

Education

High School Diploma- River High School

MONTH YEAR

- GPA: 3.7
- AWARD
- AWARD

Bachelor's Degree in Business Management- University of Florida

May 2009

- GPA: 3.8
- AWARD
- AWARD

Skills

Expertise

- Effective written and verbal communication
- Cataloging, tracking, and surveying inventory
- Enforcing safety protocols
- Overseeing warehouse employees
- Scheduling employees according to preferences and requirements

Licenses & Accreditations

Licenses Licenses & Accreditations

- OSHA Safety Certificate
- Certified Logistics Associate
- Basic CPR training