

Los Angeles, United States email@email.com

Profile

Skilled Warehouse Supervisor with over 11 years devoted to working in a warehouse environment, worked in a meat refinery warehouse, medical supplies, and most recently, electrical equipment. Qualified in using heavy machineries like the forklift, educated in computer applications such as NetSuite, Oracle, and Zoho Inventory. Well-organized, diligent approach to work. Is a good team player.

Employment History

Jan 2020 — Present

Seattle

Warehouse Supervisor at McPearson Supply Chain Management

Directed 5S project that decreased wasted searching time by 30%.

- · Planning, organizing, supervising, and participating in the daily warehouse operations such as receiving, documenting, storing, safety and distributing equipment and supplies with maintaining inventory.
- · Training, supervising, and evaluating the performance of allocated employees; assigning workloads to warehouse workers.
- · Receiving, unpacking, packing, loading, issuing, storing, and delivering textbooks, materials, supplies, or equipment; completing packing slips for shipments as
- · Routing, scheduling, packing, and preparing orders for shipping; loading vehicles; scheduling and overseeing deliveries and pick-ups.
- · Supervise the processing of applications and requests to invoice for warehouse code reimbursements; complete applications for required materials to guarantee acceptable stock levels.
- · Preparing and maintaining numerous records and logs and preparing reports as necessary; maintaining all warehouse items' inventory and filing documents as needed.

Jan 2018 — Dec 2019

Ostrov

Warehouse Supervisor at Pentax **Distribution Facilities**

Working with materials handlers directly and suppliers to put essential parts on Kanban system. Training 12 employees in Lean stock management led to annual savings of \$30,000 in searching and wasted storage costs.

Details

1515 Pacific Ave Los Angeles, CA 90291 **United States**

3868683442

Place of birth

San Antonio

Driving license

Full

Skills

Stock management Finance People management Lean inventory management Training Scheduling

Safety

Picking/ packing

Inventory reduction

Wastage Improvement

5S

Kitting

Barcode scanners

Supervision

- Preparing and maintaining numerous records and logs and preparing reports as necessary; maintaining all warehouse items' inventory and filing documents as needed.
- Supervising the inventory printouts assembly and catalogs as needed.
- It monitors automated warehousing systems, operating a computer to record data, correct errors, and controls key screens as necessary.
- Operating and demonstrating the utilization of specific warehouse equipment as required.
- Guarantee adequate and scheduled maintenance and servicing of warehouse equipment and vehicles.

Jan 2015 — Nov 2017

Junior Warehouse Supervisor at Amex

Kabinda

Led a project, switching to updated barcode scanner units, saving 12 hours weekly of warehouse worker time.

- Obeying health and safety guidelines, maintaining a clean, safe and tidy warehouse.
- Assisting Management in determining warehouse standards and protocols
- · Advising of budget-related issues.
- Assisting in the bidding process for diverse supplies as needed.
- Performing other responsibilities as allocated.
- · Maintaining consistent attendance.

Education

Jan 2018 – Dec 2020 New York University

New Castle

Bachelor of Science in Business Management.

Courses included: operations management and human resource management.

• Graduated summa cum laude.

Jan 2015 — Dec 2016

Jefferson Community and Technical College

Louisville

Associates Degree In Business Administration

Course Topics: Business operations, inventory
management, shipping and receiving processes, employee
training and development, safety regulations, leadership,
interpersonal communication, supplier and customer
relations.

Warehouse
management software
(WMS)

Collaborating with

Collaborating with shippers and materials handlers

Kanban

Math

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Leadership

Detail-oriented

Organization

Spatial relations

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Problem-solving

Stamina

Written and oral communication

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Work ethic

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Time management

Efficiency

Delegation

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Interpersonal skills

Languages

English

German

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Courses

Dec 2020 — Dec 2020	Certified Forklift Operator at Heavvy	Hobbies
	Equipment Training Center, Miami, FL	Crossfit, Spartan, Triathlon
Jan 2018 — Jun 2018	CSCP - Certified Supply Chain Professional	
	at APICS, Chicago, IL	