



📍 Los Angeles, United States email@email.com

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

Kabinda

Junior Warehouse Supervisor at Amex

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 Castle

New York University

Bachelor of Science in Business Management.

Courses included: operations management and human resource management.

- Graduated summa cum laude.

Jan 2015 — Dec 2016

Louisville

Jefferson Community and Technical College

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.

Courses

Warehouse management software (WMS)

Collaborating with shippers and materials handlers

Kanban

Math

Leadership

Detail-oriented

Organization

Spatial relations

Problem-solving

Stamina

Written and oral communication

Work ethic

Time management

Efficiency

Delegation

Interpersonal skills

Languages

English

German

Dec 2020 — Dec 2020

Certified Forklift Operator at Heavy
Equipment Training Center, Miami, FL

Hobbies

Crossfit, Spartan,
Triathlon

Jan 2018 — Jun 2018

CSCP - Certified Supply Chain Professional
at APICS, Chicago, IL