

WAREHOUSE LEAD

Executive Profile

A position in Warehouse Management requiring a self-starter with a reputation for dependability. Highly qualified warehouse professional with cross functional and cross industry management experience including staff training, inventory control, shipping, receiving and customer service. Responsible for achieving production goals, coaching and motivating staff through workshops, setting up incentive programs, and supervising all operations with accountability to management. Extensive inventory control including ordering supplies, disbursing materials and equipment, factory returns, vendor contact and negotiations, and maintaining stock levels. Maintained focus on achieving bottom line results while formulating and implementing technology and business solutions to meet a variety of needs. Personnel management experience includes recruiting, interviewing hiring / dismissing, training, scheduling, performance evaluation, promotion, and employee relations. Excellent organizational talents demonstrated in ability to prioritize high volume workload, schedule and plan projects, multitask delegate as needed, and pay close attention to details while meeting commitment and deadlines. Strong communication skills include ability to interact in a positive and productive manner, listen effectively, give or take direction, articulate ideas clearly, and write concisely. Perform all job functions according to SOP / Procedure Manuals as well as contributing to the technical writing of manuals and to profitability of company. Core areas of expertise include: Self-Starter Personable and professional Exceptional Analytical Skills Process Redesign and Improvement Safety and compliance *Excellent Computer Skills Team Building and Leadership Performance Standards Creative Thinker Quality Control and Compliance Selected value offered highlights: Powerful Strategist able to map creative solution empowering organization with tools needed to produce high quality results. Superior record of delivering simultaneous large-scale, mission critical projects on-time and under budget Talent for proactively identifying and resolving problems resulting in increased productivity. [Job Title] familiar with all aspects of logistics, shipping and receiving and general warehouse operations.

Detail-oriented [Job Title] highly efficient in leading shipping and receiving operations. Able to lift [Number] pounds. Flexible schedule and available for all shifts.

Skill Highlights

Mac and PC-Word, PowerPoint, Publisher, Outlook, Access, ACT!, Strong Internet and Research Experience

Specialized Training / Seminars: TQM-Management; Lift Truck Certify; Safety Awareness; Customer Service Training; OSHA Certification; HAZMAT Training; Trade and Consumer Show Production / Management; Extensive Sales and Advertising Seminars and Training

- Shipping and receiving
- Safety-oriented
- Production scheduling
- Results-oriented
- Multi-tasker
- Fluent in [Language]
- Safety-conscious
- Customer-service focused
- Vendor management
- Strong communication skills
- Adaptable
- Exceptional problem solver
- Natural leader

Core Accomplishments

Reduced shipping operating expenses by [Number]%, while maintaining shipping volume and accuracy. Earned a perfect attendance record for [Number] years in a row.

Achieved [Number]% accuracy during [Year] [Audit Name] Audit of a [Number] stock-keeping unit warehouse facility.

Recipient of the [Award Name] Achievement Award in [Month, year]. Named "Employee of the Month" in [Month, year]. Saved \$[Amount] annually by negotiating better rates with all transportation carriers.

Professional Experience

Company Name April 2011 to Current WAREHOUSE LEAD
City, State

Reduced operating budget by [Number]% and misships by [Number] by implementing new policies and procedures. Established transportation cost standards and economical shipping practices.

Negotiated bulk shipping discounts with contracted carriers.

Company Name June 2008 to April 2011 Warehouse / Support Service
City , State

Evaluated operational records and made scheduling adjustments to maximize efficiency.

Company Name October 2006 to June 2008 MARKETING & EVENT MANAGER
City , State

Worked effectively in a heavily cross-functional, fast paced environment.

Company Name September 2002 to October 2006 WAREHOUSE & LOGISTICS MANAGER
City , State

Negotiated bulk shipping discounts with contracted carriers.

Education

Shoreline Community College 1 2010 Earned a Certificate of Completion in Business Software Applications City , State One quarter away for completion of Associate of Applied Arts and Science, current
Skills

ACT!, Advertising, Arts, Computer Experience, Customer Service Training, Mac, Access, Outlook, PowerPoint, Publisher, Word, Research, Safety, Sales, Seminars, TQM