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| Persons Name  12345 street in city and state 12345 123.456.789 email@email.com | | | | | |
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|  | OBJECTIVE | |  | | |
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| Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. | | | | | |
| Summary — | EXPERIENCE | |  | | |
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| I have over sixteen years of experience as a Warehouse Manager promoted from a Supervisory role. I have exceptional knowledge of delivery operations, distribution legalities and employee management. I have in-depth knowledge of warehousing practices, general accounting, payroll and KPI’s. | 2016 to Current  Position • Company   * + I lead a cross functional team of 5 supervisors, 2 leads and 45 full time associates.   + Oversee upkeep and maintenance of a 200,000 sq/ft warehouse.   + Identify and order needed repairs, renovations, and replacements.   + Draft budgets for monthly and annual warehouse operational costs   + Control operational efficiencies while maintaining budgetary goals.   + Monitors KPI targets and insured key goals are met or exceeded on a daily/weekly/monthly basis.   + Sustains a workplace environment that prioritizes safety, quality, and transparency.   + Finish official warehouse productivity reports for upper management.   + Lead all aspects of vendor guidelines.   + Manages sales orders in excess of $25 million per month.     2007 to 2016  Position • Company   * + Handled day to day shipping and receiving while shipping 95,000 + cases per month.   + Adhered to industry best practices for warehouse material handling and documentation while following all SOP’s.   + Maintained inventory of 99.8% annually   + Kept detailed records regarding shipping, receiving and major inventory changes.   + Coordinated all outbound shipping and inbound receivables.   + Insured all orders shipped on required shipped date. | | | | |
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| KEY SKILLS — | | CERTIFICATES |  | | |
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| Staff Management  Hiring and Training  Strong Math Skills  Accuracy  Efficiency  Attention to Detail  Reliable  Communication  Safety and Compliance  Quality Control  Vendor Management  Budget Controls | | * Safety On the Move Equipment Trainer * OSHA 30 Hour Outreach Training Program * Responsible Business and GMP Training Certified * Leadership Training * Heart Saver First Aid/CPR/AED/Blood Born Pathogens * Substance Abuse in the Workplace Certified * Sexual Harassment Certified | | | |
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|  | | REFERENCES |  | | |
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| Available Upon Request | | | | | |