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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 CurrentPosition • 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 2016Position • 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 ManagementHiring and TrainingStrong Math SkillsAccuracyEfficiencyAttention to DetailReliableCommunicationSafety and ComplianceQuality ControlVendor ManagementBudget 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 |