



JACKSON TURNER

Senior Distribution Center Administrator

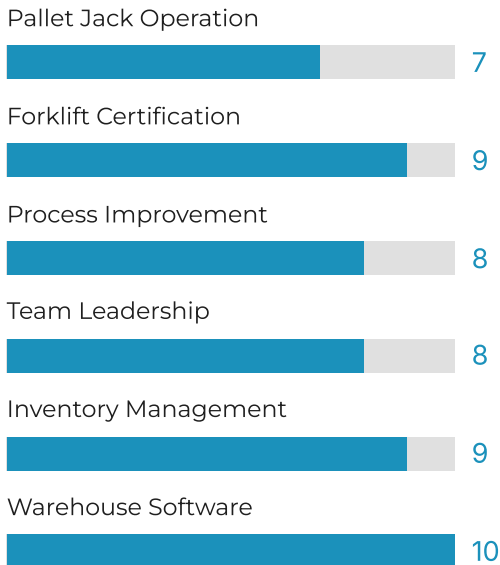
support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

SKILLS



INTERESTS

- DIY Projects
- Crafting
- Meditation
- History

STRENGTHS

- Humility
- Innovation
- Insightfulness
- Integrity

LANGUAGES



ACHIEVEMENTS

- Reduced order processing time by 30% through efficient inventory management.
- Implemented a new warehouse layout that improved picking efficiency by 25%.

PROFESSIONAL SUMMARY

Dedicated Distribution Center Administrator with a decade of experience in optimizing logistics and enhancing operational workflows. Proven ability to manage inventory, streamline processes, and lead teams to achieve high levels of efficiency. Looking to apply my extensive expertise to drive success in a fast-paced distribution environment.

WORK EXPERIENCE

Senior Distribution Center Administrator May / 2019-Ongoing
 Maple Leaf Consulting Toronto, ON

- Maintained accurate records of incoming and outgoing shipments using Oracle and Velocity.
- Coordinated inventory audits and implemented corrective actions to ensure data integrity.
- Developed and optimized shipping schedules to enhance order fulfillment efficiency.
- Assisted in the development of budgets and forecasts for the distribution center.
- Analyzed logistics data to identify areas for process improvement and cost reduction.
- Communicated with vendors to ensure timely delivery and resolve any discrepancies.
- Prepared detailed reports on warehouse operations for management review.

Distribution Center Administrator May / 2015-May / 2019
 Crescent Moon Design Portland, OR

- Oversaw payroll processing and ensured timely distribution of employee wages using Kronos.
- Conducted new hire orientations and facilitated training sessions for warehouse staff.
- Managed inventory replenishment and ensured optimal stock levels across all categories.
- Collaborated with sales teams to align inventory availability with promotional events.
- Implemented monthly safety audits to maintain compliance with OSHA regulations.
- Utilized AS 400 and SAP systems for data management and reporting.

EDUCATION

Bachelor of Science in Logistics Management May / 2012-May / 2015
 University of Texas Toronto, ON

Focused on supply chain optimization and distribution strategies.