

OLIVIA SMITH

Logistics Associate

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Detail-oriented Logistics Associate with 2 years of experience in inventory management and supply chain operations. Proven ability to optimize processes and enhance efficiency while ensuring compliance with safety regulations.

WORK EXPERIENCE

Logistics Associate Dec / 2023-Ongoing
Blue Sky Innovations Chicago, IL

- 1. Managed inventory levels and ensured accurate stock counts to support operational efficiency.
- 2. Coordinated with suppliers and vendors to facilitate timely deliveries and resolve discrepancies.
- 3. Utilized warehouse management systems to track shipments and optimize storage solutions.
- 4. Conducted regular audits of inventory to identify and address issues proactively.
- 5. Collaborated with team members to improve workflow and enhance overall productivity.
- 6. Trained new staff on best practices for inventory management and safety protocols.
- 7. Maintained a clean and organized workspace to comply with safety regulations.

Logistics Associate Dec / 2022-Dec / 2023
Lakeside Apparel Co Chicago, IL

- 1. Pack and unpack items for efficient storage in warehouses and stockrooms.
- 2. Receive and verify incoming shipments against purchase orders for accuracy.
- 3. Label stock items using appropriate identification methods for easy retrieval.
- 4. Determine optimal storage locations based on inventory turnover and space availability.
- 5. Inspect stock items for quality and report any damages to supervisors.
- 6. Dispose of defective items or coordinate returns with vendors as necessary.
- 7. Ensure compliance with safety regulations by maintaining clean and organized storage areas.

EDUCATION

Associate of Applied Science Dec / 2021-Dec / 2022
Central Community College Chicago, IL

Focused on logistics and supply chain management principles.

SKILLS



ACHIEVEMENTS

- ★ Reduced inventory discrepancies by 20% through improved tracking methods.
- ★ Streamlined shipping processes, decreasing delivery times by 15%.
- ★ Implemented a new inventory management system that increased efficiency by 30%.