

# CHARLOTTE **HARRIS**

Receiving Manager

### PROFESSIONAL SUMMARY

Accomplished Receiving Manager with a decade of experience in inventory control and logistics. Expertise in optimizing receiving processes, managing teams, and ensuring precise shipment handling. Committed to enhancing operational efficiency and fostering a culture of safety and productivity, leveraging innovative strategies to meet business objectives in dynamic environments.



### WORK EXPERIENCE

### Receiving Manager

Apr / 2019-Ongoing

#### WidgetWorks Inc.

■ Denver, CO

- 1. Held full operational and budgetary accountability for all shipping and receiving functions throughout the facility.
- 2. Utilize inventory management software to track and record received
- 3. Recruited, interviewed, hired, trained, and mentored yard staff, regularly assessing employee performance and implementing corrective action plans.
- 4. Ensured strict compliance with organizational policies, OSHA regulations, and industry standards.
- 5. Maintained overstock inventory and record retention, optimizing storage space and accessibility.
- 6. Conduct regular audits of received inventory to ensure accuracy and integrity.
- 7. Successfully maintained workflow during a major store remodel, ensuring uninterrupted daily operations.

#### **Receiving Manager**

m Apr / 2015-Apr / 2019

#### Summit Peak Industries

**耳** Denver, CO

- 1. Received, inspected, and organized all incoming freight, ensuring quality and accuracy.
- 2. Scanned and verified BOLs and shipment manifests, achieving a company standard accuracy of 99% or higher.
- 3. Managed inventory and rotation of materials valued at approximately \$350,000 weekly.
- 4. Conducted first inspections of diverse materials, ensuring compliance with quality standards.
- 5. Oversaw all operations within the Receiving department, enhancing efficiency and accuracy.
- 6. Coordinated freight movement with Inventory Control, Purchasing, and Quality Assurance teams.



#### EDUCATION

### Bachelor of Science in Logistics Management

Apr / 2012

University of Logistics

2015 ♣ Phoenix, AZ

Apr /

Focused on logistics, supply chain management, and inventory control.

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

### SKILLS

Advanced Proficiency In Ms Office Suite

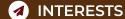
**Analytical Thinking** 

Inventory Forecasting

Compliance Standards

**Reporting Skills** 

Resource Allocation



Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

### **STRENGTHS**



👺 Teamwork

🗞 Tenacity

Vision

#### LANGUAGES



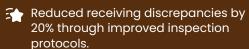


English

Russian

Japanese

## ACHIEVEMENTS



Implemented a new inventory tracking system that increased accuracy to 99.5%.