



CHARLOTTE HARRIS

Receiving Manager

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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

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

Receiving Manager Apr / 2015–Apr / 2019
Summit Peak Industries Denver, CO

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

EDUCATION

Bachelor of Science in Logistics Management Apr / 2012 – Apr / 2015
University of Logistics Phoenix, AZ

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

SKILLS

Advanced Proficiency In Ms Office Suite
Analytical Thinking
Inventory Forecasting
Compliance Standards
Reporting Skills
Resource Allocation

INTERESTS

Scuba Diving E-sports
Reading Fiction Puzzle Solving

STRENGTHS

Stewardship Teamwork
Tenacity Vision

LANGUAGES

English Russian Japanese

ACHIEVEMENTS

- Reduced receiving discrepancies by 20% through improved inspection protocols.
- Implemented a new inventory tracking system that increased accuracy to 99.5%.