

EMMA JOHNSON

Receiving Specialist

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PROFESSIONAL SUMMARY

Enthusiastic Receiving Specialist with two years of experience in efficiently handling incoming shipments and ensuring inventory integrity. Proficient in quality checks, documentation, and compliance with safety protocols. Passionate about enhancing operational workflows and fostering collaboration within teams to drive productivity and service excellence.

WORK EXPERIENCE

Receiving Specialist

Seaside Innovations

📅 Apr / 2024-Ongoing
📍 Santa Monica, CA

1. Coordinated with delivery drivers to schedule and verify intact shipments.
2. Ensured deliveries matched the Bill of Lading and entered products into the inventory system.
3. Redirected shipments in transit based on customer requests, improving satisfaction.
4. Managed loading and unloading of goods, ensuring safe handling and storage.
5. Complied with HAZMAT regulations for interstate carriers, maintaining safety standards.
6. Conducted regular inventories to maintain accuracy in warehouse stock levels.
7. Resolved service issues promptly, including processing returns and exchanges.

Receiving Specialist

Cactus Creek Solutions

📅 Apr / 2023-Apr / 2024
📍 Phoenix, AZ

1. Shopko — Receiving Specialist: Managed incoming inventory, replenished stock, and ensured excellent customer service.
2. Maintained a friendly and professional demeanor while processing cash and card transactions.
3. CMMC — Environmental Services: Cleaned and maintained furniture and fixtures to ensure a welcoming environment.
4. Performed sweeping and mopping of hallways and bathrooms to uphold cleanliness standards.
5. Handled waste disposal efficiently to maintain a tidy workspace.
6. Albertson's — Night Crew: Unloaded trucks, organized pallets, and stocked shelves for next-day shopping.

EDUCATION

Associate of Applied Science in Logistics

Springfield Community College

📅 Apr / 2022-Apr / 2023
📍 Denver, CO

Focused on supply chain management and inventory control principles.

SKILLS

Strong Work Ethic

Effective Time Management

Team Collaboration

Warehouse Organization

Packing And Labeling

Shipping Software Use

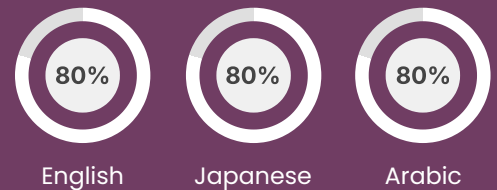
INTERESTS

🤿 Scuba Diving 🎮 E-sports
📖 Reading Fiction 🧩 Puzzle Solving

STRENGTHS

📋 Stewardship 👥 Teamwork
🔗 Tenacity 📊 Vision

LANGUAGES



ACHIEVEMENTS

- ★ Reduced shipment discrepancies by 15% through meticulous inventory checks.
- ★ Implemented a new tracking system for incoming shipments, increasing efficiency by 20%.