



CHARLOTTE HARRIS

Receiving Supervisor

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PROFESSIONAL SUMMARY

Dynamic Receiving Supervisor with over 7 years of experience in streamlining warehouse operations and ensuring precise inventory control. Adept at leading teams to enhance efficiency in receiving and shipping processes, while consistently achieving operational goals. Committed to fostering a culture of excellence and continuous improvement to maximize productivity and accuracy.

WORK EXPERIENCE

Receiving Supervisor Feb / 2021-Ongoing
Maple Leaf Consulting Toronto, ON

- Managed the receiving and unloading of incoming materials, verifying shipment accuracy against purchase orders.
- Coordinated with suppliers to resolve discrepancies and ensure quality standards were met.
- Oversaw the organization of inventory within the warehouse for optimal accessibility.
- Developed and maintained accurate shipping and receiving records to enhance operational transparency.
- Trained staff on best practices for inventory management and safety protocols.
- Implemented process improvements that increased efficiency and reduced waste in shipping operations.
- Collaborated with cross-functional teams to align inventory management with production schedules.

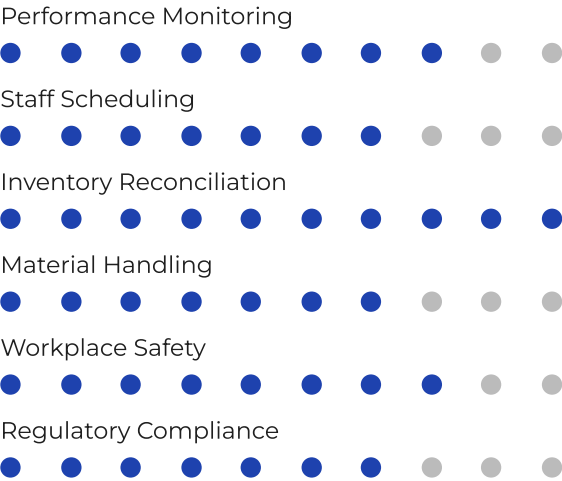
Receiving Supervisor Feb / 2018-Feb / 2021
Silver Lake Enterprises Seattle, WA

- Executed daily unloading of trucks, ensuring accurate counts and proper handling of all shipments.
- Conducted regular inventory audits to maintain accurate stock levels and identify discrepancies.
- Facilitated communication between departments to optimize order fulfillment processes.
- Maintained safety standards while operating forklifts and other warehouse equipment.
- Enhanced team performance through continuous training and mentoring initiatives.
- Generated daily reports on shipping and receiving activities for management review.

EDUCATION

Bachelor of Science in Logistics Management Feb / 2015 - Feb / 2018
University of Phoenix Phoenix, AZ
Focused on supply chain management and logistics operations.

SKILLS



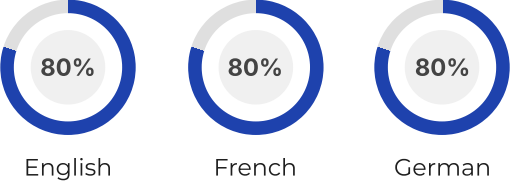
INTERESTS

- Podcasts Language Learning
Dancing Cycling

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Increased inventory accuracy by 20% through process improvements and staff training.
- Reduced receiving errors by 30% by implementing a new tracking system.