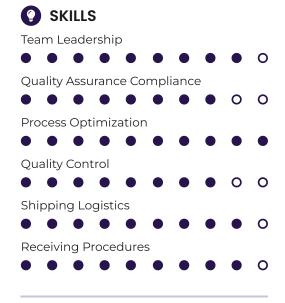


HENRY WALKERLead Shipping and Receiving Coordinator

- **(**123) 456 7899
- www.qwikresume.com



INTERESTS

DIY Projects

¾ Crafting

O Meditation

1 History

STRENGTHS



♀ Innovation



✓ Integrity

LANGUAGES



C



English

Arabic

Polish

PROFESSIONAL SUMMARY

Dynamic Lead Shipping and Receiving Coordinator with a decade of extensive experience in optimizing logistics and warehouse operations. Skilled in inventory management, shipment coordination, and compliance with safety regulations. Proven ability to enhance operational efficiency and reduce costs, while delivering exceptional service. Committed to continuous improvement and fostering a collaborative team environment.

WORK EXPERIENCE

Lead Shipping and Receiving Coordinator

Apr/2018-Ongoing

Seaside Innovations

- 📮 Santa Monica, CA
- 1. Oversaw daily shipping and receiving operations, ensuring compliance with safety and quality standards.
- 2. Managed inventory levels and coordinated timely shipments to meet customer demands.
- 3. Led a team of shipping personnel, fostering a collaborative and highperformance culture.
- 4. Developed and implemented shipping procedures that enhanced operational efficiency.
- 5. Monitored and resolved shipping discrepancies, improving accuracy and customer satisfaction.
- 6. Collaborated with suppliers and logistics partners to optimize delivery schedules.
- 7. Utilized inventory management software to track shipments and streamline processes.

Assistant Shipping And Receiving Coordinator

Cactus Creek Solutions

F Phoenix, AZ

- 1. Prepared and processed shipping documentation, ensuring accuracy and compliance.
- 2. Conducted regular audits of shipping inventory to maintain accurate records.
- 3. Coordinated with cross-functional teams to ensure timely order fulfillment.
- 4. Trained new employees on shipping procedures and safety protocols.
- 5. Participated in strategic planning for logistics and distribution improvements.
- 6. Resolved customer inquiries and issues related to shipping and receiving.

ACHIEVEMENTS



Implemented an inventory tracking system that cut waste by 25%.

EDUCATION

Bachelor of Science in Logistics Management

University of Georgia

耳 Denver, CO

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