



HENRY WALKER

Lead Shipping and Receiving Coordinator

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SKILLS



INTERESTS

DIY Projects Crafting

Meditation History

STRENGTHS

Humility Innovation

Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Reduced shipping errors by 30% through enhanced training protocols.
- Implemented an inventory tracking system that cut waste by 25%.

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

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

Assistant Shipping And Receiving Coordinator Apr / 2015-Apr / 2018
Cactus Creek Solutions Phoenix, AZ

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

EDUCATION

Bachelor of Science in Logistics Management Apr / 2012-Apr / 2015
University of Georgia Denver, CO

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