

CHARLOTTE HARRIS

Shipping And Receiving Supervisor

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

PROFESSIONAL SUMMARY

Results-oriented Shipping and Receiving Supervisor with 7 years of extensive experience in logistics management. Expertise in streamlining operations, enhancing safety compliance, and leading high-performing teams. Committed to driving efficiency and optimizing shipping processes to ensure timely delivery and customer satisfaction.

WORK EXPERIENCE

Shipping And Receiving Supervisor

Feb / 2021-Ongoing

Toronto, ON

- 1. Prepares shipments for postal or commercial conveyance, determining the most economical and efficient shipping methods
- 2. Checks items against work orders to ensure accuracy in quantity, destination, and routing.
- 3. Receives and unloads incoming materials, verifying shipment accuracy against purchase orders.

while selecting appropriate shipping containers.

- 4. Sorts, counts, packages, labels, and logs inventory for shipping or receiving.
- 5. Inspects shipments for damages, records discrepancies, and notifies supervisors or purchasing personnel.
- 6. Monitor shipping and receiving metrics to identify areas for improvement.
- 7. Maintains department databases, prepares routine reports, and oversees shipping/receiving records.

Shipping and Receiving Supervisor

- T Chicago, IL
- 1. Supervise daily shipping and receiving operations to ensure efficiency and compliance with safety regulations.
- 2. Lead and train a team of warehouse staff, fostering a culture of teamwork and accountability.
- 3. Develop and implement process improvements to enhance operational efficiency and reduce costs.
- 4. Collaborate with other departments to streamline logistics and improve customer service.
- 5. Monitor inventory levels and coordinate with suppliers to maintain optimal stock.
- 6. Conduct regular safety audits and implement corrective actions as needed.

EDUCATION

Bachelor of Science in Logistics Management

Feb / 2015

2018 ■ Denver, CO

Feb /

Focused on supply chain management and logistics operations.

SKILLS Advanced Microsoft Office Skills Statistical Analysis Software 3d Modeling Software

Warehouse Operations

Cost Reduction

Erp Systems

INTERESTS

Podcasts

Language Learning

🎜 Dancing

Cycling

STRENGTHS



LANGUAGES





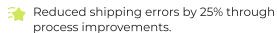


English

Polish

German

ACHIEVEMENTS



Implemented a new inventory tracking system, increasing accuracy by 30%.