



CHARLOTTE HARRIS

Shipping And Receiving Supervisor

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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

Maple Leaf Consulting

Toronto, ON

1. Prepares shipments for postal or commercial conveyance, determining the most economical and efficient shipping methods while selecting appropriate shipping containers.
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.
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

Feb / 2018-Feb / 2021

Lakeside Apparel Co

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 - Feb / 2018

University of Georgia

Denver, CO

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

Intuition

Leadership

Listening

Mentorship

LANGUAGES



English



Polish



German

ACHIEVEMENTS

Reduced shipping errors by 25% through process improvements.

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