Robert Smith

Warehouse Operations Manager/Consultant

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SUMMARY

Warehouse Operations Manager/Consultant with supervisor experience. with more than 9 years of experience in logistics. Hard worker and physically fit. To work for an organization that provides ample opportunities for continuous enhancement of knowledge and skills. While the latter helps in fine-tuning the approach towards the execution of the tasks given, the former will give an insight to properly utilize the resources in hand.

SKILLS

Microsoft Office, Forklift Certified, Creative & Resourceful Problem Solving, Policies & Procedures Enforcement, Process & Operational Improvements

WORK EXPERIENCE

Warehouse Operations Manager/Consultant

NORTHERN GEORGIA LOGISTICS - August 2012 – 2019

- Assume authority for daily operations of the warehouse to ensure compliance with established processes and procedures.
- Continuously look for areas of opportunity to improve cost and enhance customer service.
- Empower and develop associates through effective coaching, recognition, and training.
- Control inventory levels by conducting physicals and cycle counts and reconciling the data with the warehouse management system.
- Maintain receiving, warehousing and distribution operations by initiating, coordinating and enforcing policies and procedures.
- Control the physical condition of the warehouse by planning and implementing new layouts, inspecting the equipment, issuing work orders for repairs and requisitions for replacement.
- Review financial statements, sales, and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.

Warehouse Operations Manager - Contract

ABC Corporation - 2010 – 2012

- Manage receiving, shipping and distribution procedures by coordinating processes and labor.
- Ensures safeguarding of warehouse operations by monitoring protocols.
- Control inventory levels and issue work orders.
- Maintain the appearance of the warehouse by employing aesthetics & logistics.
- Ensure that productivity targets are met constantly.
- Ensure the quality and quantity of received and shipped goods.
- Produce periodical reports on work processes and warehouse workers.

EDUCATION

Bachelor of Science - 2009 (ASHLAND UNIVERSITY - Ashland, OH)

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