

YOUR NAME




Senior Position

PROFESSIONAL SUMMARY

Responsible for shipping, receiving, inventory and transportation operations while directing warehousing activities for 56 team members including 11 drivers. Established operational procedures for activities such as verification of incoming and outgoing shipments, handling and disposition of materials and keeping warehouse inventory current. Support all human resources processes at the facility such as staffing all positions, support the performance management process, training and development of team members.

PROFESSIONAL EXPERIENCE

Date Period	JOB TITLE, COMPANY
	Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.
	<ul style="list-style-type: none">• Operations Manager for the Distribution Center; provide direct leadership to a headcount of over 56 employees and work closely with different business units while overseeing daily activities to ensure business operate in a efficient manner.• Participated in various continues improvement projects and business consolidations, helped deploy Distribution Centers in Houston and OH.• Accomplished a cost per line reduction within the first 6 months of overseeing and managing the distribution center.• Achieved an inventory record accuracy of 95% or higher by implementing a more robust cycle counting process.
Date Period	JOB TITLE, COMPANY
	Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

SKILLS	EDUCATION	CONTACT
<ul style="list-style-type: none">• Strong analytical skills• Effective communication skills• Excellent personnel management skills• Full knowledge of warehouse equipment and tools• Familiarity with safety guidelines and techniques	<p>Name of University Year Earned</p> <ul style="list-style-type: none">• Degree• Related Coursework	<div> Contact Number</div> <div> Email Address</div> <div> Location</div>