



# Edwin Navarro

## Lead Warehouse Associate

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### SUMMARY

Seasoned warehouse professional with four years spent optimizing inventory processes while minimizing errors. Eager to contribute expertise in team management, safety compliance, and efficient operation organization at Innovative Solutions Warehouse. Driving substantial improvements through process reengineering has been a key focus. Experience in training teams fosters synergy and enhances operational performance. Strong problem-solving skills, complemented by hands-on experience with diverse warehouse technologies, reinforce an unwavering commitment to excellence. Ready to support the logistics team's mission of customer satisfaction and continuous improvement.

### EXPERIENCE

#### Lead Warehouse Associate

Innovative Solutions Warehouse 📅 June 2023 - Present 📍 St. Louis, MO

Oversee warehouse operations, focusing on inventory tracking and product placement to enhance logistics efficiency. Leadership emphasizes team development and procedural adherence.

- Manage daily logistics, ensuring precise inventory records and process consistency.
- Champion mentorship training for new team members, fostering compliance with safety and operational standards.
- Promote process optimization, achieving a notable rise in inventory accuracy via thorough audits.
- Collaborate with cross-functional teams to accurately forecast demand and refine stock levels.
- Supervise ten associates, driving a safe work environment alongside meeting daily objectives.
- Skillfully operate forklifts and related machinery, enhancing efficiency in handling products.

#### Warehouse Associate

Reliable Supply Co. 📅 May 2021 - May 2023 📍 Kansas City, MO

Responsible for supporting all aspects of warehouse functions, focusing on meticulous inventory management and prompt order fulfillment. Built collaborative relationships within the team.

- Enhanced warehouse efficiency by conducting regular audits, implementing a reliable tracking system.
- Educated new hires on safety practices, significantly reducing risk incidents.
- Operated machinery efficiently, complying with safety regulations while transporting goods.
- Coordinated shipping and receiving flows to ensure timely product dispatch for client satisfaction.
- Maintained up-to-date stock level reports, actively contributing to proactive inventory replenishment efforts.
- Supported team collaboration, consistently seeking ways to streamline daily operations.

#### Warehouse Associate

City Logistics Inc. 📅 March 2020 - April 2021 📍 Independence, MO

Key player in maintaining organizational efficiency through compliance with systematic stock management initiatives. Collaborated effectively for smooth operations.

- Organized warehouse layout, improving stock retrieval times and space utilization.
- Assisted with implementation of advanced warehouse management systems to elevate operational workflow.
- Handled loading and unloading tasks diligently, adhering to strict safety protocols.
- Participated in meetings aimed at resolving workflow challenges and integrating safety best practices.
- Delivered exemplary service by fulfilling orders accurately and promptly addressing customer inquiries.
- Worked closely with peers to enhance productivity, significantly improving output rates.

### STRENGTHS

- ⚙️ **Process Improvement**  
Initiated and implemented strategic modifications resulting in significant operational efficiencies.
- 👥 **Team Collaboration**  
Consistently sought input from peers, increasing overall team performance and engagement.
- 🛡️ **Safety Compliance**  
Developed and reinforced security measures that elevated workplace safety standards.
- 📦 **Inventory Management**  
Employed effective tracking techniques, dramatically improving accuracy and reducing discrepancies.
- 🔧 **Equipment Operation**  
Successfully handled various warehouse equipment, ensuring optimal productivity across shifts.

### SKILLS

Warehouse Management Systems

Inventory Control   Forklift Operation

Team Leadership

Process Improvement

Safety Compliance

Sorting Techniques

Logistics Coordination

Quality Assurance

Order Fulfillment   Stock Audits

Customer Service

Operational Workflow

Problem-Solving

Training & Development

## LANGUAGES

English Native

Spanish Proficient

## MY CAREER



● Lead Warehouse Associate at Innovative Solutions Warehouse (3.2 Years)

● Warehouse Associate at Reliable Supply Co. (2 Years)

● Warehouse Associate at City Logistics Inc. (1.1 Years)

## LEADERSHIP & AWARDS

- Employee of the Month for exemplary performance and dedication in warehouse operations at Reliable Supply Co.
- Recognized for successfully leading a team during peak seasons at Innovative Solutions Warehouse.

## EDUCATION

### High School Diploma

Central High School 🎓 GPA: 3.7 📅 2020 📍 Kansas City, MO

**Coursework:** General Studies, Business Principles, Math, Science

## CERTIFICATIONS

- Forklift Operator Certification 📅 2021
- OSHA Safety Training Certificate 📅 2022

## TECHNICAL SKILLS

- **Warehouse Management Tools:** WMS, RF Scanners, ERP Software
- **Safety Protocols:** OSHA Guidelines, Forklift Safety, First Aid Procedures
- **Collaboration Tools:** Microsoft Teams, Slack, Zoom
- **Inventory Techniques:** Just-in-Time, ABC Analysis, FIFO/LIFO Method
- **Logistics Technologies:** Transportation Management Systems, Fleet Management Software, Route Optimization Tools
- **Operational Standards:** Lean Manufacturing, Six Sigma, Total Quality Management
- **Productivity Metrics:** Cycle Counts, KPI Tracking, Productivity Analysis
- **Training & Development Programs:** Onboarding Curriculum, Safety Training Workshops, Skills Assessment
- **Communication Platforms:** Email, Instant Messaging, Video Conferencing
- **Data Entry Systems:** Excel Spreadsheets, Access Databases, Cloud Storage Solutions

## PROFESSIONAL AFFILIATIONS

- Member of the Local Warehouse Workers Union, promoting worker rights and collaboration.
- Engaged in community involvement initiatives to support local food banks through partnering organizations.

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST