

Edwin Navarro

📞 (816) 555-0123 ✉️ edwin.navarro@example.com

🌐 linkedin.com/in/edwinnavarro 📍 Kansas City, MO 64101

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

June 2023 - Present

Innovative Solutions Warehouse

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

May 2021 - May 2023

Reliable Supply Co.

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

March 2020 - April 2021

City Logistics Inc.

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.

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

2020

Central High School GPA: 3.7

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

SKILLS

- | | | | |
|--------------------------------|--------------------------|---------------------|--------------------------|
| • Warehouse Management Systems | • Process Improvement | • Quality Assurance | • Operational Workflow |
| • Inventory Control | • Safety Compliance | • Order Fulfillment | • Problem-Solving |
| • Forklift Operation | • Sorting Techniques | • Stock Audits | • Training & Development |
| • Team Leadership | • Logistics Coordination | • Customer Service | |

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.

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST