



Landon Robertson

Receiving Associate

📞 (502) 555-1234 ✉️ landon.robertson@example.com

🌐 linkedin.com/in/landonrobertson 📍 Louisville, KY 40202

STRENGTHS

👁️ Detail-Oriented

Maintained meticulous attention during inventory assessments leading to consistently accurate recordkeeping.

👥 Team Collaboration

Promoted strong team dynamics, fostering open communication and mutual support throughout shifts.

💡 Problem-Solving

Resolved shipping discrepancies swiftly by proposing immediate corrective actions.

⚙️ Operational Efficiency

Streamlined shipping processes through improved internal workflows resulting in timely deliveries.

✚️ Adaptability

Successfully managed varying responsibilities in fast-paced settings without loss of output quality.

SKILLS

Inventory Management

Forklift Operation Quality Control

Team Collaboration

Computer Proficiency

Time Management

Document Management

Safety Protocols

Verbal Communication

Record Keeping Attention to Detail

Process Improvement

Shipping Procedures Adaptability

Efficiency Customer Service

SUMMARY

Dedicated and detail-oriented Receiving Associate with over 2 years of experience in logistics and inventory management. Proven ability to thrive in fast-paced environments while maintaining high standards of accuracy and efficiency. Skilled in utilizing technology for inventory tracking and documentation, reflecting a strong commitment to team collaboration and operational excellence. Demonstrates a proactive approach in problem-solving, contributing significantly to maintaining a safe and organized work environment. Eager to leverage expertise in inventory management logistics to enhance operations within New Era Supply Co.

EXPERIENCE

Receiving Associate

Cargo Logistics Inc. 📅 June 2025 - Present 📍 Lexington, KY

Supports the logistics team by efficiently executing purchase orders, processing shipments, and managing accurate inventory flow. Acts as a key participant in maintaining operational clarity while ensuring an organized workspace.

- Efficiently load and unload shipments, ensuring accurate sorting for storage and sales area distribution.
- Utilize scan guns and computer systems to document receipts and maintain thorough inventory records.
- Collaborate with team members to address daily purchase order shortages and discrepancies.
- Implement security tagging and price labeling processes in compliance with established SOPs.
- Maintain optimal stock levels by organizing and restocking merchandise on sales floors.
- Contribute to creating a safe workplace by adhering to cleanliness and organization protocols.

Receiving Associate

Supply Chain Solutions 📅 July 2024 - May 2025 📍 Frankfort, KY

Assisted in managing the flow of goods and services through strategic receiving initiatives.

Supported cross-departmental learning, enhancing operational flexibility throughout the supply chain.

- Assisted in the unloading and inspection of incoming shipments, ensuring quality and accuracy.
- Managed daily filing of receiving paperwork, maintaining comprehensive records of inventory movements.
- Supported cross-departmental training initiatives to enhance team flexibility and operational capability.
- Worked independently to execute purchase order processing and inventory checks.
- Engaged in continuous learning opportunities by participating in workshops and training sessions.
- Fostered strong communication with team members to ensure efficient receiving operations.

Warehouse Assistant

Inventory Services Co. 📅 August 2023 - June 2024 📍 Bardstown, KY

Consistently demonstrated commitment to warehouse efficiency through effective product handling and customer service. Played a vital role in the logistical tasks that supported retail operations.

- Supported warehouse operations by efficiently organizing and maintaining inventory levels.
- Operated pallet jacks and forklifts to facilitate the movement of goods within the facility.
- Assisted in preparing and processing merchandise for distribution, setting up for sales displays.
- Conducted regular inventory audits to ensure accuracy and adherence to company protocols.
- Provided exceptional customer service by assisting with inquiries regarding inventory availability.
- Collaborated with the receiving team to streamline operations and improve workflow efficiency.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Receiving Associate at Cargo Logistics Inc. (1.2 Years)
- Receiving Associate at Supply Chain Solutions (10 Months)
- Warehouse Assistant at Inventory Services Co. (10 Months)

LEADERSHIP & AWARDS

- Dean's List - Frankfort High School, 2021
- Employee of the Month - Cargo Logistics Inc., March 2026

EDUCATION

High School Diploma
Frankfort High School 🎓 GPA: 3.5 📅 2022 📍 Frankfort, KY
Coursework: General Studies, Logistics, Business Management, Computer Applications

CERTIFICATIONS

- OSHA Forklift Certification 📅 2024
- Certified in Inventory Management Basics 📅 2025

TECHNICAL SKILLS

- **Inventory Management Systems:** WMS, SAP, RFID Technology
- **Forklift Operation:** Electric Forklifts, Stand-Up Forklifts, Pallet Jacks
- **Office Software:** Microsoft Excel, Microsoft Word, Google Suite
- **Warehouse Equipment:** Bar Code Scanners, Lifting Devices, Dock Levelers
- **Logistics Methodologies:** Lean Management, Six Sigma, Just-In-Time
- **Record-Keeping Processes:** Digital Documentation, Filing Systems, Reporting Standards
- **Quality Control Processes:** Inspection Protocols, Safety Regulations, Compliance Standards
- **Communication Tools:** Email, Chat Applications, Phone Protocols
- **Inventory Tracking Technologies:** RFID Scanning, Stock Audits, Location Mapping
- **Customer Service Platforms:** CRM Software, Inquiry Handling Techniques, Satisfaction Surveys

PROFESSIONAL AFFILIATIONS

- Member, Local Community Service Group, 2025 - Present
- Volunteer, Food Bank Distribution, 2024 - 2025

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST