

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.

LEADERSHIP & AWARDS

- Dean's List - Frankfort High School, 2021

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)

- 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