

Landon Robertson

 (502) 555-1234

 landon.robertson@example.com

 linkedin.com/in/landonrobertson

 Louisville, KY 40202

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

June 2025 - Present

Cargo Logistics Inc.

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

July 2024 - May 2025

Supply Chain Solutions

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

August 2023 - June 2024

Inventory Services Co.

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
- Employee of the Month - Cargo Logistics Inc., March 2026

EDUCATION

High School Diploma

2022

Frankfort High School GPA: 3.5

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

SKILLS

- | | | | |
|------------------------|------------------------|------------------------|-----------------------|
| • Inventory Management | • Computer Proficiency | • Verbal Communication | • Shipping Procedures |
| • Forklift Operation | • Time Management | • Record Keeping | • Adaptability |
| • Quality Control | • Document Management | • Attention to Detail | • Efficiency |
| • Team Collaboration | • Safety Protocols | • Process Improvement | • Customer Service |

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST