

Jeremiah Hall

Warehouse Associate III

(217) 555-1234 jeremiah.halls@example.com linkedin.com/in/jeremiah-halls Springfield, IL 62701

STRENGTHS

- Team Leadership**
Developing and nurturing talent led to a more engaged workforce. Peers often sought tipping insights from training sessions.
- Operational Excellence**
Focused on continuously improving processes, streamlining workflows facilitated updates in overall performance benchmarks.
- Safety Commitment**
Promoting safety standards became evident when participating actively in countless safety training events aimed at awareness.
- Adaptability**
Embracing changes meant adjusting approaches based on operational demands. Flexibility helped tackle daily challenges smoothly.
- Effective Communication**
Clear communication enhanced interactions with diverse teams. Regular feedback cycles ensured no one was out of sync.

SKILLS

Inventory Management	
Microsoft Office Suite	
Team Leadership	Communication
Problem-Solving	
Safety Compliance	
Logistics Coordination	
Cycle Counting	FIFO Practices
Quality Checks	Kaizen Events
Shipping Operations	
Documentation	

SUMMARY

Dedicated warehouse professional with over three years of experience in logistics and manufacturing. Proven ability to manage inventory processes while enhancing team performance. This role showcased leadership skills through training efforts for new staff members. Committed to optimizing operations and driving efficiency in fast-paced environments. Demonstrated effective communication throughout various teams, fostering positive relationships. Skills included mastering raw material cycle counts and leading projects aimed at continuous improvement. Thrives on meeting customer demands while ensuring safety and quality standards remain paramount.

EXPERIENCE

Warehouse Associate II

- Logistics Solutions Inc. March 2023 - Present Champaign, IL
- Focus on coordinating shipping and receiving operations within a fast-paced environment. Managed precise execution of delivery schedules while supporting cross-functional teams in achieving operational goals and maintaining quality standards.
- Enhanced service levels by ensuring timely order delivery and accuracy through meticulous oversight of shipping processes.
 - Conducted regular cycle counts as well as audits, aligning practices with FIFO protocols to maintain compliance.
 - Took charge in training initiatives for new warehouse staff, thereby bolstering team performance and commitment to safety measures.
 - Fostered collaboration among team members to address logistical challenges swiftly, encouraging a culture focused on growth and continual improvement.
 - Applied Microsoft Office Suite effectively for streamlined reporting and data management, aiding communication with the upper management.
 - Engaged in kaizen events that resulted in improved efficiency across the warehouse, shortening processing times significantly.

Warehouse Associate I

- Warehousing Experts LLC January 2021 - February 2023 Bloomington, IL
- Contributed significantly to daily operations involving shipping and receiving tasks. Focused on fulfilling order accuracy and completeness by adhering to established guidelines while promoting a safer work environment.
- Assured precise order fulfillment and shipment documentation as pivotal duties contributing directly to superior operational standards.
 - Enforced safety regulations and participated diligently in training programs, advocating for improved workplace safety across shifts.
 - Streamlined inventory management processes embedding data entry into warehouse management systems, elevating stock-level precision.
 - Maintained quality checks on shipments upon receipt and dispatch, thereby reducing discrepancies and returns.
 - Emphasized teamwork achievements by creating inviting interactions among staff, cultivating a collaborative atmosphere.
 - Established reliable partnerships with drivers and shipping personnel which simplified loading/unloading procedures yielding smoother transitions.

Warehouse Intern

- Warehouse Solutions Co. June 2020 - December 2020 Peoria, IL
- Provided vital support in the organization and management of warehouse inventories. Gained pivotal exposure to software applications utilized in logistics and capitalized on best-practice learning in day-to-day operations.
- Created an accessible storage system aiding quicker item retrievals and contributing to improved resolution times.

LANGUAGES

MY CAREER



- Warehouse Associate II at Logistics Solutions Inc. (3.4 Years)
- Warehouse Associate I at Warehousing Experts LLC (2.1 Years)
- Warehouse Intern at Warehouse Solutions Co. (6 Months)

- Learned essential warehouse management principles while supporting team activities to ensure workflow compliance and fulfill requests efficiently.
- Acquired familiarity with key warehouse management systems, offering assistance in data entry duties prevalent throughout assignments.
- Engaged intently in all safety training endeavors ensuring adherence amongst peers which reflect favorably on overall safety records.
- Collaborated prominently during special projects, providing constructive insights resulting in fine-tuning existing operational methodologies.
- Continually expanded knowledge through active participation in workshops focusing on warehouse practices and industry advancements.

LEADERSHIP & AWARDS

- OSHA Forklift Certification, 2025
- Lean Six Sigma Yellow Belt, 2026

EDUCATION

Associate Degree in Logistics Management

Springfield Community College 🎓 GPA: 3.5 📅 2026 📍 Springfield, IL

Coursework: Supply Chain Management, Inventory Control, Safety Protocols, Quality Assurance

CERTIFICATIONS

- OSHA Forklift Certification 📅 2025
- Lean Six Sigma Yellow Belt 📅 2026

TECHNICAL SKILLS

- **Warehouse Management Systems:** SAP, Oracle, Manhattan Associates
- **Inventory Software:** RFID Technology, Barcoding Tools, WMS Applications
- **Safety Protocols:** OSHA Standards, Incident Reporting Procedures, Risk Assessment Techniques
- **Reporting Tools:** Excel, Google Sheets, Tableau
- **Continuous Improvement Methods:** Lean Manufacturing, Six Sigma, Kaizen
- **Communication Platforms:** Slack, Microsoft Teams, Email
- **Inventory Tracking Tools:** RF Scanners, Barcode Printers, Data Analytics Software
- **Forklift Operation:** Sit-down Forklift, Pallet Jack, Reach Truck
- **Shipping Technologies:** Transportation Management Systems (TMS), Route Optimization Software, Freight Forwarding Tools
- **Workflow Management:** Trello, Asana, JIRA

PROFESSIONAL AFFILIATIONS

- Member of National Warehouse Association
- Volunteer at Local Food Bank

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST