

STRENGTHS

- Adaptability: Thrived amidst rapid changes in workload demands, seamlessly adjusting priorities to align with team goals.
- Collaboration: Engaged consistently with team and leadership, creating a positive dialogue that fosters longstanding partnerships.
- Safety Focus: Prioritized workplace safety on every job task, cultivating a culture of caution that protects all teammates from harm.
- Problem Solver: Identified challenges swiftly and proposed actionable solutions, earning admiration from peers for quick thinking under pressure.
- Detail-Oriented: Consistently maintained precise inventory records, developing trust with stakeholders through unwavering accuracy.

SKILLS

- Forklift Operation
- Inventory Management
- Safety Compliance
- Team Collaboration
- Problem-Solving
- Attention to Detail
- Pallet Jack Operation
- Computerized Systems
- Sorting Procedures
- logistics Software
- Product Placement
- Cleaning Protocols
- Communication Skills

SUMMARY

Enthusiastic warehouse professional skilled in logistics and inventory management. Over two years optimizing operations through forklift operation, maintaining safety measures, and ensuring product accuracy. Recognized for strong problem-solving skills, clear communication, and teamwork spirit. A commitment to excellence shapes every workday, contributing to collective success in a thriving distribution center environment. Proudly maintain a clean workspace and support other team members whenever possible. Eager to bring passion and dedication to contributions at an esteemed organization like Supply Chain Solutions, Inc.

EXPERIENCE

Warehouse Operations Specialist

Logistics Solutions, LLC June 2025 - Present Macon, GA

- Manage daily operations as Warehouse Operations Specialist, leading a driven team to streamline logistics efficiently. Leverage technology to enhance the accuracy of inventory tracking while upholding rigorous safety standards throughout each shift.
- Operate industrial forklifts adeptly for material transport, ensuring compliance with all safety protocols and regulations.
 - Enter detailed product information in the inventory system, establishing meticulous tracking for enhanced operational reporting.
 - Collaborate with team members effectively, fostering a culture focused on organized and strategic product placement in storage areas.
 - Conduct diligent inspections of the workspace, proactively addressing hazards and maintaining cleanliness to secure a safe environment.
 - Assist in onboarding new recruits, sharing expertise on efficient forklift usage and warehouse procedures, strengthening team performance.
 - Contribute actively to special projects identified by management, aimed at increasing warehousing processes efficiency and productivity.

Warehouse Assistant

Distribution Center, Inc. July 2024 - May 2025 Warner Robins, GA

- Supported logistical functions at Distribution Center, Inc., contributing to efficient operations during a crucial transition period. Enhanced shipment processing and streamlined collaboration through effective communication and proactive issue resolution.
- Facilitated smooth loading and unloading of shipments, assisting various departments to uphold accurate inventory records reliably.
 - Used pallet jacks and hand trucks safely to maneuver products around the facility, demonstrating care for safety protocols and precision.
 - Maintained channels of communication open with supervisors regarding discrepancies in inventory levels and equipment malfunctions.
 - Active participation in safety meetings fostered a stronger team approach towards enhancing procedural improvements.
 - Supported seasonal inventory audits, meticulously verifying stock quantities and promptly communicating findings to management.
 - Implemented organizational restructuring that improved accessibility to high-demand products by boosting productivity significantly.

LEADERSHIP & AWARDS

- Dean's List, 2023
- Outstanding Team Player Award, Logistics Solutions, LLC, 2025

EDUCATION

High School Diploma

Macon High School GPA: 3.5 2024 Macon, GA

Time Management

Operational Improvements

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Warehouse Operations Specialist at Logistics Solutions, LLC (1.2 Years)
- Warehouse Assistant at Distribution Center, Inc. (10 Months)

Coursework: Graduation, Leadership Activities, Community Service, Team Sports

CERTIFICATIONS

- Forklift Operator Certification 📅 2024
- OSHA Safety Training Certification 📅 2024

TECHNICAL SKILLS

- **Warehouse Technology:** RF Scanners, Inventory Management Software, Forklift Control Systems
- **Safety Standards:** OSHA Guidelines, Safety Protocol Practices, Risk Assessment Tools
- **Communication Tools:** Email Platforms, Messaging Apps, Team Collaboration Software
- **Logistics Software:** ERP Systems, Warehouse Management Systems, Tracking Software
- **Heavy Machinery:** Pallet Jacks, Electric Forklifts, Manual Hoists
- **Training Materials:** Operator Manuals, Safety Guidelines, Training Videos
- **Performance Metrics:** Productivity Measurements, Accuracy Rates, Throughput Targets
- **Inventory Control:** Cycle Counts, Stock Receipts, Audits
- **Safety Equipment:** PPE Gear, Safety Barriers, Fire Extinguishers
- **Project Management:** Planning Coordination, Scheduling, Resource Allocation

PROFESSIONAL AFFILIATIONS

- Member, National Warehouse Training Association
- Volunteer, Local Food Bank Distribution Events

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST