



Phoenix McGuire

Warehouse Material Handler I

☎ (502) 555-1234 ✉ phoenix.mcguire@example.com

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

SUMMARY

Dedicated warehouse professional with over two years of experience in fast-paced distribution environments. Consistently delivers efficient operations while adhering to stringent performance measurement guidelines related to safety and accuracy. Skilled in operating forklifts and managing a diverse range of daily warehouse tasks, including shipping, receiving, and inventory control. Strong communicator fostering development within teams aimed at achieving collective goals. Passionate about contributing value in each role, driven by the desire to support seamless logistics and operational success.

EXPERIENCE

Warehouse Material Handler

Innovative Logistics Solutions 📅 June 2025 - Present 📍 Jeffersonville, IN

Oversees day-to-day warehouse operations, specializing in performance measurement and ensuring high standards of safety while handling machinery and materials.

- Safely operate forklifts while loading and unloading products to uphold efficiency and safety standards.
- Execute accurate picking and packing of customer orders, achieving remarkable accuracy rates and honoring delivery deadlines.
- Manage cycle counting and inventory documentation processes, significantly enhancing stock level accuracy.
- Train new associates on operational best practices, fostering teamwork and cooperation among warehouse personnel.
- Facilitate technical support for automated packing systems, enabling minimal downtime and smooth production runs.
- Implement process improvements that meet and surpass company operational goals.

Warehouse Associate

Global Supply Chain Services 📅 January 2024 - May 2025 📍 New Albany, IN

Contributed to shipping and receiving functions by maintaining comprehensive records, ensuring compliance, and optimizing workflows across multiple shifts.

- Assisted with meticulous management of shipping and receiving operations, ensuring top-notch documentation compliance.
- Collaborated effectively with fellow team members to minimize turnaround times for cargo processing.
- Conducted equipment inspections regularly, identifying maintenance requirements proactively to enhance workplace safety.
- Participated actively in continuous training initiatives to improve forklift operation and elevate safety awareness.
- Maintained organized and clean warehouse conditions, enabling peak operational efficiency.
- Engaged in inventory audits, ensuring full compliance with all corporate standards regarding tracking and reporting.

LEADERSHIP & AWARDS

- Recognized for achieving exceptional performance metrics in material handling efficiency.
- Received Employee of the Month distinction for outstanding teamwork and reliability among peers.

EDUCATION

High School Diploma

Jeffersonville High School 🎓 GPA: 3.5 📅 2022 📍 Jeffersonville, IN

Coursework: General Studies, Mathematics, Business, Physical Education

STRENGTHS

- 🚛 **Forklift Operation**
Enhances operational workflow by safely maneuvering forklifts and adhering to safety protocols.
- 👥 **Team Collaboration**
Fosters a supportive environment where peers feel empowered to voice ideas and inquiries, boosting morale.
- ✅ **Consistency**
Demonstrates quick adaptation to fluctuating workloads while maintaining unwavering quality standards.
- 💡 **Problem Solving**
Addresses unexpected challenges, implementing timely solutions to keep operations streamlined.
- 📄 **Documentation Management**
Manages key paperwork efficiently, ensuring adherence to protocol and avoiding pitfalls in inventory processes.

SKILLS

- Forklift Operation
- Inventory Management
- Safety Compliance
- Team Collaboration
- Problem Solving
- Documentation Management
- Shipping & Receiving
- Cycle Counting Technical Support
- Efficiency Improvement

Process Optimization

Merchandise Staging

Onboarding Training

Troubleshooting

Operational Excellence

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Warehouse Material Handler at Innovative Logistics Solutions (1.2 Years)
- Warehouse Associate at Global Supply Chain Services (1.3 Years)

CERTIFICATIONS

- Forklift Operator's License 2025
- Safety Training Certification 2025

TECHNICAL SKILLS

- **Warehouse Management Systems:** RFID Technology, Inventory Control Software, Automated Packing Systems
- **Communication Tools:** Microsoft Teams, Slack, Email
- **Safety Protocols:** OSHA Guidelines, Standard Operating Procedures, Risk Assessments
- **Logistics Software:** SAP, WMS Systems, Transportation Management
- **Equipment Maintenance:** Predictive Maintenance, Elementary Repair, Routine Inspections
- **Training Techniques:** Peer Learning, Hands-on Training, Interactive Workshops
- **Quality Assurance:** Accuracy Checks, Compliance Audits, Continuous Improvement
- **Inventory Strategies:** Just-in-Time Inventory, FIFO, LIFO
- **Documentation Practices:** Paperwork Accuracy, Report Compilation, Records Management
- **Workflow Optimizations:** Lean Principles, Process Mapping, Cross-Functional Teams

PROFESSIONAL AFFILIATIONS

- Member of National Warehouse Association, focusing on industry best practices and networking.
- Volunteer with Local Food Bank, organizing food drives and supporting distribution efforts.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST