

Ivan O'Brien

☎ (216) 555-0123

✉ ivan.obrien@example.com

🌐 linkedin.com/in/ivanobrien

📍 Cleveland, OH 44114

SUMMARY

Dedicated warehouse associate with over 5 years in inventory management and logistics. Strong track record of optimizing operations, enhancing productivity, and maintaining safety protocols. Skilled in managing warehousing tasks, conducting regular inventory counts, and ensuring optimal space utilization. Demonstrated commitment to quality and adherence to standards while fostering collaborative relationships within diverse teams. Proven ability to anticipate challenges and implement solutions that drive efficiency and effectiveness in warehouse operations.

EXPERIENCE

Warehouse Associate

June 2022 - Present

Cargo Solutions Inc.

Columbus, OH

Manage various aspects of warehouse operations including receiving and fulfilling inventory requests. Lead team collaborations to streamline processes and ensure effective communication across departments.

- Implemented a streamlined inventory receiving process, significantly reducing fulfillment errors.
- Maintained pristine cleanliness in the warehouse, promoting an organized and efficient workspace.
- Conducted routine inventory counts, strictly adhering to established accuracy protocols.
- Collaboratively optimized shipping and receiving processes, improving overall organizational productivity.
- Provided timely feedback about product safety concerns, fostering proactive issue resolution.
- Safely operated powered industrial equipment, facilitating efficient loading and unloading of goods.

Warehouse Stock Clerk

January 2020 - May 2022

Logistics Experts LLC

Cincinnati, OH

Oversaw loading and unloading of shipments while coordinating efforts with team members to meet stringent delivery schedules and maintain safety protocols.

- Managed efficient loading/unloading of raw materials, meeting set delivery timelines.
- Implemented comprehensive cleaning protocols leading to improved warehouse safety and organization.
- Played a key role in training peers on effective inventory management practices.
- Cultivated strong relationships with suppliers through consistent collaboration.
- Ensured compliance with safety regulations during operations under varying environmental conditions.
- Evaluated current workflows to identify areas for enhanced efficiency and productivity.

Inventory Control Specialist

March 2018 - December 2019

Storage Solutions Corp.

Akron, OH

Performed meticulous inventory audits and trained new staff to uphold safety and quality protocols while enhancing product handling practices.

- Executed systematic inventory audits to identify discrepancies, guiding corrective action where needed.
- Designed onboarding materials for new hires, focusing on safety and efficiency in inventory management.
- Analyzed storage methods, collaborating with management to optimize product handling.
- Maintained thorough documentation of inventory movement in alignment with company policies.
- Participated actively in safety meetings suggesting improvements for workplace safety measures.
- Assisted in establishing ergonomic programs contributing to worker safety enhancement.

LEADERSHIP & AWARDS

- Employee of the Month, Cargo Solutions Inc. - March 2023
- Safety Excellence Award, Logistics Experts LLC - November 2021

EDUCATION

High School Diploma

2016

Cleveland High School GPA: 3.5

Cleveland, OH

Coursework: General Studies, Business Management, Communication Skills, Safety Regulations

CERTIFICATIONS

- Forklift Operator Certification 📅 2020
- OSHA Safety Training Certification 📅 2020

TECHNICAL SKILLS

- **Inventory Software:** Fishbowl, Oracle NetSuite, SAP
- **Warehouse Equipment:** Forklift, Pallet Jack, Conveyor Belts
- **Safety Standards:** OSHA Guidelines, Forklift Certification, Hazard Communication
- **Communication Tools:** Slack, Microsoft Teams, Email
- **Documentation Systems:** Microsoft Office Suite, Google Docs, ERP Software
- **Payment Processing Systems:** QuickBooks, PayPal, Stripe
- **Shipping Platforms:** FedEx, UPS, USPS
- **Inventory Strategies:** FIFO, LIFO, JIT
- **Organizational Tools:** Trello, Asana, Kanban Boards
- **Emotional Intelligence:** Conflict Resolution, Empowerment, Active Listening

SKILLS

- | | | | |
|------------------------|------------------------|---------------------------|--------------------------|
| • Inventory Management | • Communication Skills | • Feedback Mechanism | • Equipment Operation |
| • Safety Protocols | • Problem Solving | • Ergonomics | • Decision Making |
| • Team Collaboration | • Process Optimization | • Relationship Management | • Operational Efficiency |
| • Quality Control | • Resource Utilization | • Cleaning Procedures | |

PROFESSIONAL AFFILIATIONS

- Member, National Warehouse Association
- Volunteer, Local Food Bank

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST