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## Warehouse Coordinator Resume

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### Job Objective

A highly talented Warehouse Coordinator seeking an opportunity to work with your growth oriented organization.

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### Highlights of Qualifications:

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- Extensive experience of handling and execution of inventory transactions and warehouse activities
  - In-depth knowledge of retail operations, inventory control, warehouse management practices
  - Operational knowledge of Microsoft Office Suite, SQL query, and SAP system
  - Familiarity with company SOPs, GMPs, and established safety regulations
  - Ability to maintain cleanliness and tidiness of warehouse premises
  - Ability to operate and maintain warehouse equipments for material handling
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### Professional Experience:

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Warehouse Coordinator  
Veritiv Corporation, Chattanooga, TN  
August 2012 – Present

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### Responsibilities:

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- Received, processed, and moved inbound warehouse materials, properly.
- Prepared and utilized bills of lading to ensure accuracy of incoming shipments.
- Pulled, packed, and dispatched all outbound materials from warehouse, in a timely manner.
- Performed quality checks of inventory goods and rejected all damaged materials.
- Conducted inventory counts and maintained proper inventory-level of warehouse items.
- Created and maintained correct and complete records of all goods received and delivered.

Warehouse Coordinator  
Whitlock, Chattanooga, TN  
May 2009 – July 2012

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### Responsibilities:

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- Received incoming shipments and processed all outgoing shipments, from the warehouse.
  - Directed and supervised material handling staff and transportation team, as required.
  - Handled vendor violation issues and coordinated all product returns to vendors.
  - Oversaw and assisted with routine inventory audits and verification activities.
  - Addressed and resolved material-related quality issues and transactions, efficiently.
  - Supervised regular cleaning of warehouse premises and ensured workplace safety.
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### Education:

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Bachelor's Degree in Logistics  
St. John's University, Jamaica, NY

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