

WAREHOUSE MANAGER RESUME

A warehouse manager is responsible for all aspects of warehouse operation. This includes the shipping and receiving of goods, the distribution of materials, and the training of warehouse staff. This position does not have strict education requirements, although some organizations require an associate's or bachelor's degree in business management or a related field.

A warehouse manager resume should emphasize any and all relevant warehouse experience that you might have previously had. Candidates without warehouse experience should instead focus on organizational and supervisory skills as well as communication abilities. The three sample warehouse manager resume format choices presented below should provide you with all you need to know in order to get started with your own resume, no matter what level of experience you might possess.

Entry-Level Resume

Many companies assume warehouse experience when it comes to hiring management, but it is possible to gain a position without having much prior history in this field. If you can prove that you have the supervisory capabilities, organizational skills, and warehouse knowledge necessary for this field, getting a job should be possible. The warehouse manager resume example below shows you one way that an individual in this field can secure a top-level position despite having a short work history.

Donald Rockwell

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ORGANIZED AND KNOWLEDGEABLE WAREHOUSE MANAGER PROFILE

Comprehensive knowledge of the warehouse management field. Strong supervisory and communication abilities. Experience with common warehouse equipment and ability to adapt to new technologies as needed. Excellent organizational skills and attention to detail.

EDUCATION:

UNIVERSITY OF MARYLAND, Annapolis, MD

Bachelor of Science in Business Management, 2014

Relevant Courses

- Employee Supervision
- Business Administration
- Accounting
- Finance
- Professional Communications
- Warehouse maintenance
- Shipping and receiving
- Warehouse maintenance
- Shipping and receiving
- Employee supervision
- Stock and inventory
- Warehouse procedures
- Recordkeeping
- Microsoft Windows
- Microsoft Windows
- Microsoft Excel
- Microsoft Access

Mid-Level Professional Resume

After a few years as a warehouse manager, you should have a good idea as to where your strengths and weaknesses lie. This allows you to customize your resume in a way that will emphasize your best qualities. You don't need to pretend that your weaknesses don't exist – rather, be prepared in an interview to discuss how you are improving upon your weaker areas. The warehouse manager resume sample below provides one way in which you can lead with strengths when building your resume.

Charles Redstir

5455 Lewiston Lane – Rising Sun, MD 21911 – (410) 543-8588 – [email]

WAREHOUSE MANAGER

Knowledge of warehouse procedures and personnel management

- Experienced warehouse manager with excellent personnel management skills.
- Full knowledge of warehouse equipment and tools.
- Familiarity with safety guidelines and techniques.
- Strong communication and organizational skills.

EXPERTISE:

Warehouse management: *Ensure that warehouse associates and other employees are properly engaged and that the warehouse is running at maximum efficiency.*

Warehouse equipment: *Maintain certification and training on all warehouse equipment and machinery. Remain able and willing to use this equipment at any time.*

Organizational management: *Ensure that items are shipped and delivered on schedule and maintain detailed records of any incidents, complaints, or accommodations.*

EXPERIENCE:

Wavelength Telecom (Rising Sun, MD)

Warehouse Manager, 1/2012-Present

Supervise warehouse personnel and ensure that all tasks are carried out in an efficient and professional manner. Operate warehouse equipment and guarantee that proper safety regulations get followed by employees. Participate in the hiring, training, and disciplinary process for warehouse personnel.

Experienced Professional Resume

When an experienced professional develops a warehouse manager resume, that individual needs to focus on their core competencies, ability to lead a team of individuals in multiple difficult situations, and the most relevant positions in a long work history. The warehouse manager sample resume below presents Ms. Halliwell, who provides a detailed breakdown of her three most recent warehouse experiences.

Elaine Halliwell

410-885-9632 | PO Box 7173 | Rising Sun, MD 21911 | [email]

Highly motivated warehouse manager with strong team leadership skills.

WAREHOUSE MANAGER

Highly self-motivated warehouse manager with excellent team leadership and communication abilities. Strong knowledge of business management and warehouse processes. Calm demeanor and ability to keep employees on-task but motivated.

CORE COMPETENCIES:

Logistics – Quality control – Process improvement – Cost reduction – Revenue increase – Employee hiring and training – Vendor negotiation – Warehouse relocation – Operation of warehouse equipment – Inventory maintenance – Shipping and receiving

Professional Experience:

LYCAN LOGISTICS – Rising Sun, MD

Overseeing material inventories, personnel management, and receiving for a busy industrial warehouse.

2010-Present

Warehouse Manager

Manage shipping, receiving, and inventory processes for a large warehouse with a variety of different goods. Provide leadership for a team of up to 35 individuals. Ensure that organizational and safety goals are properly met at all times.

- Ensure adherence to US customs requirements when shipping or receiving foreign goods.
- Perform inventory analyses on a quarterly basis.
- Maintain warehouse inventory.
- Produce quarterly status reports and annual employee evaluations.
- Ensure that safety standards are met and exceeded at all times.
- Hire, train, and monitor warehouse personnel.
- Provide team communications and lead morning meetings.

HIGHTOWER PRODUCTS, LTD. – Havre de Grace, MD

Ensured excellent leadership and project development services for a commercial warehouse.

2007-2010

Warehouse Manager

Supervised a team of 20 warehouse workers and drivers. Provided inventory maintenance and management. Assisted in shipping and receiving processes. Hired, trained, and monitored staff.

- Oversaw truck loading and unloading.
- Schedule fabrication planning.
- Developed and monitored driver routes.
- Provided customer service and assisted new customers in order selection.
- Communicated with marketing team regarding catalog distribution.
- Facilitated warehouse moves without product interruption.

HIGHTOWER PRODUCTIONS, LTD. – Havre de Grace, MD

Provided excellent warehouse maintenance and receiving services.

2006-2007

Warehouse Associate

Handled shipping and receiving responsibilities in a busy commercial warehouse. Loaded and unloaded trucks. Provided local delivery driving as necessary. Maintained a clean and orderly warehouse that met all safety standard compliance needs.

- Kept detailed records regarding shipping, receiving, and major changes in inventory.
- Maintained inventory and ensured that all items were easily accessible and recognizable.
- Assisted with employee communications and morale exercises.
- Promoted from warehouse associate to warehouse manager following the previous manager's retirement in September 2007.

Education:

Bachelor of Science in Business Administration, 2006

University of Maryland

Graduated with a Grade Point Average of 3.1 on a 4.0 scale

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