
WAREHOUSE TEAM LEADER RESUME

Career Objective:

Searching for the opportunity to obtain a Warehouse Team Leader position in which to put my skills and talents to the test.

Summary of Qualifications:

- Solid understanding of distribution and warehouse procedures and material handling functions
- Thorough knowledge of supplier fulfillment capabilities to meet customer and internal requirements
- Huge knowledge of warehouse and manufacturing layout or design elements necessary for effective manufacturing or warehousing
- Ability to operate all warehouse equipment
- Ability to prioritize, organize and delegate assignments
- Ability to write routine reports and correspondence
- Ability to collaborate cross-functionally and coordinate efforts around process improvement

Work Experience:

Warehouse Team Leader, August 2005 – Present
ConAgra Foods, Atlanta, GA

- Operated& inspected forklift trucks according to safety & maintenance instructions.
- Completed inspection safety check daily.
- Trained others on operation of forklift trucks with emphasis on safety measures.
- Assisted supervisor in the coordination of shipping and receiving schedules.
- Controlled cycle counts.
- Ensured that the appropriate records,inventory control and security is maintained.
- Provided guidance, support, and direction to other employees in the performance of all duties.

Warehouse Team Leader, May 2000 – July 2005
Houghton Mifflin Harcourt, Atlanta, GA

- Maintained documentation of customer requirements and provided training to personnel.
- Supervised and conducted performance reviews of all material handling personnel in Assembly.
- Interpreted overall organizational directives and applied them to Team and individual objectives.
- Managed and provided input to management regarding individual team member performance.
- Organized and facilitated team meetings.
- Conducted presentations and formal training programs.
- Monitored and ensured achievement of goals, objectives and timelines.

Education:

High School Diploma, Durant High School, Plant City, FL

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