



MICHAEL ANDERSON

Picking and Packing Supervisor

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SUMMARY

Dynamic and results-driven Picking and Packing Executive with extensive experience in optimizing supply chain processes and enhancing operational efficiency. Demonstrated expertise in leading teams to achieve superior productivity while maintaining high standards of quality control. Proven track record of implementing best practices that streamline workflows and reduce operational costs. Adept at utilizing advanced inventory management systems to ensure accurate tracking and timely fulfillment of orders.

WORK EXPERIENCE

Picking and Packing Supervisor Global Logistics Solutions

Jan 2023 - Present

- Managed a team of 15 warehouse associates to ensure efficient picking and packing operations.
- Implemented a new inventory tracking system that improved accuracy by 30%.
- Conducted regular training sessions to enhance team performance and safety protocols.
- Analyzed workflow processes to identify bottlenecks and propose actionable solutions.
- Collaborated with logistics partners to streamline shipping schedules and reduce delays.
- Oversaw quality control measures, resulting in a 25% decrease in order errors.

Warehouse Operations Coordinator Premier Distribution Services

Jan 2020 - Dec 2022

- Coordinated daily warehouse operations to ensure timely order fulfillment.
 - Utilized ERP systems to manage inventory levels and optimize stock replenishment.
 - Developed and enforced standard operating procedures for packing and shipping.
 - Monitored team performance metrics and implemented strategies for improvement.
 - Maintained compliance with safety regulations and best practices.
 - Enhanced customer satisfaction scores by implementing feedback loops for service improvement.
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EDUCATION

Bachelor of Science in Supply Chain Management, University of Logistics, 2015

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** inventory management, team leadership, process optimization, ERP systems, quality control, logistics coordination
- **Awards/Activities:** Reduced operational costs by 15% through process improvements and waste reduction.
- **Awards/Activities:** Awarded Employee of the Year for outstanding contributions to warehouse efficiency.
- **Awards/Activities:** Successfully led a project that improved order fulfillment time by 20%.
- **Languages:** English, Spanish, French