

MICHAEL ANDERSON

Operations Supervisor

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Highly organized and detail-oriented Picking and Packing Executive with a strong focus on operational excellence and team leadership. Extensive experience in managing warehouse processes to ensure efficient order fulfillment and inventory accuracy. Skilled in implementing technology solutions that enhance productivity and reduce operational costs. Proven ability to develop and lead high-performing teams while maintaining compliance with safety and quality standards.

WORK EXPERIENCE

Operations Supervisor | Elite Warehouse Systems

Jan 2022 – Present

- Supervised daily operations of the packing department, ensuring timely order fulfillment.
- Implemented process improvements that increased packing accuracy by 20%.
- Conducted training sessions for staff on safety and packing techniques.
- Monitored inventory levels and coordinated replenishment efforts.
- Collaborated with logistics partners to optimize shipping schedules.
- Achieved a 98% customer satisfaction rating through effective order management.

Warehouse Associate | FastTrack Fulfillment

Jul 2019 – Dec 2021

- Assisted in daily packing operations, ensuring compliance with company standards.
- Monitored packing materials and communicated restocking needs.
- Participated in safety training and quality assurance programs.
- Utilized inventory management systems to track stock levels.
- Collaborated with team members to improve packing workflows.
- Achieved recognition for maintaining high packing accuracy rates.

SKILLS

team leadership operational excellence process improvement inventory management quality control
customer satisfaction

EDUCATION

Associate Degree in Logistics Management

2015

Community College of Commerce

ACHIEVEMENTS

- Increased overall packing efficiency by 25% through innovative workflow solutions.
- Awarded Employee of the Month for outstanding performance in packing operations.
- Successfully reduced packing errors by 15% through improved training programs.

LANGUAGES

English Spanish French