



MICHAEL ANDERSON

Receiving Manager

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SUMMARY

Accomplished Receiving Executive with over a decade of experience in supply chain management and logistics operations. Recognized for implementing innovative strategies that enhance inventory accuracy and optimize warehouse efficiency. Proven ability to lead cross-functional teams and foster a culture of continuous improvement. Expertise in utilizing advanced inventory management systems and analytics to drive performance metrics and streamline operations.

WORK EXPERIENCE

Receiving Manager **Global Logistics Corp**

Jan 2023 - Present

- Oversaw the receiving operations for a high-volume distribution center.
- Implemented a new inventory management system that reduced discrepancies by 30%.
- Trained and mentored a team of 15 staff members to enhance performance and efficiency.
- Conducted regular audits to ensure compliance with safety and quality regulations.
- Collaborated with procurement to streamline the receiving schedule, improving turnaround time by 25%.
- Developed KPIs to measure team performance and operational success.

Logistics Coordinator **Supply Chain Solutions**

Jan 2020 - Dec 2022

- Coordinated logistics and receiving operations for multiple client accounts.
 - Monitored inbound shipments and managed inventory levels to prevent stockouts.
 - Established strong relationships with vendors to enhance service delivery.
 - Utilized ERP systems to track inventory and orders, ensuring accuracy.
 - Analyzed receiving processes to identify areas for improvement.
 - Facilitated training sessions on best practices for inventory management.
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EDUCATION

Bachelor of Science in Supply Chain Management, **University of Logistics, 2014**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** inventory management, logistics coordination, team leadership, ERP systems, process optimization, vendor relations
- **Awards/Activities:** Reduced receiving errors by 40% through the implementation of a new tracking system.
- **Awards/Activities:** Recognized as Employee of the Year for outstanding contributions to operational efficiency.
- **Awards/Activities:** Successfully led a project that reduced receiving time by 20% across all departments.
- **Languages:** English, Spanish, French