



MICHAEL ANDERSON

RECEIVING SUPERVISOR

CONTACT

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SKILLS

- warehouse management
- process improvement
- vendor negotiation
- team supervision
- quality control
- data analysis

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION, STATE UNIVERSITY, 2016

ACHIEVEMENTS

- Achieved a 50% reduction in receiving discrepancies through process reengineering.
- Recognized for outstanding leadership in team performance enhancement.
- Successfully implemented a new inventory management protocol that increased efficiency by 30%.

PROFILE

Strategic Receiving Executive with extensive expertise in warehouse operations and inventory management. Demonstrated success in enhancing operational efficiencies and reducing costs through innovative process improvements. Exceptional analytical skills combined with a robust understanding of supply chain dynamics. Proven track record of leading high-performing teams and fostering a collaborative work environment. Adept at negotiating vendor contracts that align with organizational goals and deliver measurable savings.

EXPERIENCE

RECEIVING SUPERVISOR

Premier Distribution Services

2016 - Present

- Supervised daily receiving operations, ensuring compliance with company policies.
- Implemented a barcode scanning system, improving inventory accuracy by 35%.
- Coordinated with shipping and operations teams to optimize workflow.
- Conducted performance evaluations and provided feedback to team members.
- Managed vendor relationships to negotiate favorable terms and conditions.
- Developed training materials that enhanced employee understanding of receiving protocols.

WAREHOUSE ASSOCIATE

Logistics Innovations

2014 - 2016

- Assisted in receiving and inspecting incoming shipments for quality assurance.
- Maintained accurate inventory records and processed returns as necessary.
- Utilized warehouse management software to track inventory movements.
- Collaborated with team members to meet tight deadlines and ensure timely deliveries.
- Participated in safety training programs to uphold workplace safety standards.
- Provided support in organizing the warehouse layout for optimal efficiency.