

MICHAEL STEVENS

Warehouse Shift Lead

(555) 234-5678

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United States, Chicago, IL

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Warehouse Shift Lead with experience in overseeing warehouse operations, managing inventory, and leading teams in a fast-paced environment. Adept at improving operational efficiency, maintaining safety protocols, and optimizing workflow. Known for strong leadership abilities, effective problem-solving, and a dedication to maintaining high standards of safety and quality.

EDUCATION

High School Diploma

Chicago High School / Graduated: June 2016

Certifications

- **First Aid & CPR Certified**, American Red Cross, September 2021
- **OSHA 30-Hour Construction Certification**, March 2021
- **Forklift Operator Certification**, National Safety Council, May 2020

SKILLS

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| • Warehouse Operations Management | Expert |
| • Inventory Control & Stock Management | Expert |
| • Forklift & Warehouse Equipment Operation | Expert |
| • Safety Compliance & Risk Management | Expert |
| • Team Leadership & Staff Training | Expert |
| • Time Management & Multitasking | Expert |
| • Troubleshooting & Problem-Solving | Expert |
| • Data Entry & Inventory Software Proficiency | Expert |

AWARDS

- Amazon Excellence Award, 2021
- Employee of the Month, Amazon, October 2020

EXPERIENCE

2019 - Now

Warehouse Shift Lead Amazon / Chicago, IL

- Supervise and motivate a team of 30+ warehouse associates to meet daily operational targets and maintain high productivity levels.
- Oversee the loading and unloading of shipments, ensuring inventory is accurately recorded and organized, reducing errors by 15%.
- Coordinate shift schedules to optimize staffing levels and ensure timely product movement while managing labor costs effectively.
- Identify and resolve inventory discrepancies, improving inventory accuracy by 10%.

2017 - 2019

Warehouse Associate Amazon / Chicago, IL

- Operated forklifts, pallet jacks, and other warehouse equipment to move goods efficiently within the facility.
- Maintained organized warehouse conditions and ensured safety procedures were followed at all times.
- Collaborated with team members to fulfill orders quickly and accurately, meeting or exceeding monthly targets.

VOLUNTEERING

2018 - Now

Food Bank Volunteer Greater Chicago Food Depository

- Assist with sorting, packing, and distributing food to individuals and families in need, providing essential resources to underserved communities.
- Collaborate with other volunteers to organize community events, raising awareness about food insecurity.