

JORDAN REYES

Warehouse Operations Lead

Columbus, OH | (555) 010-0142 | jordan.reyes@example.com | linkedin.com/in/example

SUMMARY

Warehouse shift lead with 6 years in fast-paced distribution centers. Known for raising pick accuracy, training new hires quickly and keeping shifts safe and on schedule. Forklift certified, OSHA 10 trained and bilingual in English and Spanish.

EXPERIENCE

Shift Lead | Midway Distribution, Columbus, OH 2022 to Present

- Lead a 14-person evening shift handling about 2,500 orders a night.
- Raised pick accuracy from 97.1% to 99.3% by adding a second scan check at packing.
- Trained 22 new hires on RF scanners, safety rules and pick paths; 19 were still on the team after 90 days.
- Cut dock-to-stock time 18% by reorganizing the receiving area with the day-shift lead.

Warehouse Associate | Brightline Supply Co., Columbus, OH 2019 to 2022

- Picked, packed and loaded orders using a warehouse management system (WMS) and RF scanner.
- Ran weekly cycle counts across 1,200 bin locations; named Associate of the Quarter in Q3 2021.
- Earned forklift certification and covered for the shift lead during vacations.

Customer Service Associate | Corner Market, Columbus, OH 2017 to 2019

- Handled register, returns and stocking; trusted to open and close the store.

SKILLS

Team leadership • Training & onboarding • WMS & RF scanners • Cycle counts & inventory • Forklift (certified) • Microsoft Excel • Bilingual: English & Spanish

CERTIFICATIONS & EDUCATION

- OSHA 10-Hour General Industry, 2021
- Forklift Operator Certification, 2020
- High School Diploma, Riverside High School, Columbus, OH