

Atticus Weiss

Distribution Supervisor

☎ (815) 555-2468 ✉ atticus.weiss@example.com

🌐 linkedin.com/example/atticusweiss 📍 Joliet, IL 60432

STRENGTHS

- 👤 **Floor Leadership**
During busy shifts, assigned work around changing demand and stayed close to completion, giving employees clear direction when priorities moved.
- 🔍 **Inventory Control**
When counts did not match system records, traced transactions and locations with inventory partners until usable answers emerged.
- ♥ **Safety Coaching**
Used floor observations and direct feedback to correct protective equipment gaps, helping teams treat safe execution as daily work.
- ⚙️ **Workflow Improvement**
Turned recurring staging and handoff issues into simple routines, giving teams a clearer path through priority orders.
- 🎓 **Team Development**
Cross trained newer employees on scanning, quality checks, radio use, and material movement, then watched confidence grow on shift.

SKILLS

Distribution operations

Team supervision Logistics

Warehouse management systems

Workflow management

Shipping and receiving

Inventory control

Transportation coordination

Production alignment

Quality control Safety standards

KPI reporting Staff coaching

SUMMARY

Distribution supervisor with nine years of progressive warehouse and logistics experience across shipping, receiving, inventory control, workflow execution, transportation coordination, production support, **quality control**, and safety focused operations. Leads daily priorities, assigns labor, monitors completion, and keeps inbound and outbound work aligned with production needs. Uses **warehouse management systems**, KPI reporting, employee coaching, change management, and **process improvement** to address constraints and protect service commitments. Career growth from shipping and receiving associate through warehouse coordinator and distribution team lead built practical judgment on busy warehouse floors. Clear communication with production, inventory, transportation, and management partners supports reliable decisions. Comfortable with varied shifts, weekends, holidays, physical warehouse conditions, and work requiring **lifting up to 45 pounds**. Ready to contribute steady floor leadership and dependable operational results.

EXPERIENCE

Distribution Supervisor

Midwest Components Distribution 📅 February 2023 - Present 📍 Joliet, IL

Leads inbound, storage, picking, packing, replenishment, quality checks, and outbound operations for a high volume distribution site. Directs warehouse employees, coordinates production and **transportation** needs, reviews performance data, and turns recurring constraints into practical workflow changes.

- Assigned labor across inbound and outbound work, protecting shipment priorities through warehouse management system queues.
- Coordinated production replenishment, carrier timing, inventory availability, and dock capacity before scheduled movement faced disruption.
- Coached employees on safety, quality checks, performance expectations, and cross training for varied shift coverage.
- Reviewed shipping, **receiving**, **inventory**, throughput, and exception KPIs, then converted recurring issues into workflow changes.
- Enforced protective equipment practices through floor observations, corrective **coaching**, and hazard escalation in temperature variable areas.
- Standardized priority order staging and handoffs, improving **accountability** across picking, quality verification, and **shipping**.

Distribution Team Lead

Fox Valley Logistics Services 📅 May 2020 - January 2023 📍 Elgin, IL

Directed shift execution for shipping and receiving teams while balancing dock assignments, inventory movement, staffing, and **production requirements**. Supported employee development, transaction accuracy, process testing, operational reporting, and recovery actions when shortages or damaged material threatened outbound commitments.

- Directed shift workflow across **shipping** and **receiving**, balancing dock assignments, order priorities, and staffing.
- Monitored warehouse management system work queues, researched discrepancies, and sequenced recovery actions for outbound commitments.
- Trained employees on scanning, material movement, quality checkpoints, radio **communication**, and safe warehouse practices.
- Coordinated damaged material, count variances, and urgent replenishment with **inventory control** and production teams.
- Prepared shift summaries covering volume, exceptions, safety observations, and unresolved operational constraints for management review.
- Tested revised layouts and workflows, gathered employee feedback, and documented changes before wider adoption.

Process improvement

Change management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Distribution Supervisor at Midwest Components Distribution (3.6 Years)

● Distribution Team Lead at Fox Valley Logistics Services (2.7 Years)

● Warehouse Coordinator at Great Lakes Fulfillment Group (2.7 Years)

● Shipping and Receiving Associate at Heartland Supply Operations (1 Month)

Warehouse Coordinator

Great Lakes Fulfillment Group 📅 August 2017 - April 2020 📍 Bolingbrook, IL

Coordinated receiving, put away, replenishment, staging, shipping, dock scheduling, and carrier communication for a multi customer warehouse. Built dependable control over system transactions, physical material, cycle counts, shipment documentation, safety practices, and changing workload demands.

- Coordinated **receiving**, put away, replenishment, staging, and **shipping** activity across a multi customer warehouse.
- Verified system transactions against physical material, escalating quantity, quality, and labeling discrepancies before release.
- Maintained warehouse management system updates for locations, movements, and order status, supporting workload planning.
- Researched cycle count differences by tracing transaction history and physical locations with **inventory** staff.
- Supported dock scheduling and carrier communication, keeping shipment documents and staging status organized during workload changes.
- Reported warehouse hazards and supported corrective action through consistent housekeeping and safety practices.

Shipping and Receiving Associate

Heartland Supply Operations 📅 June 2017 - July 2017 📍 Naperville, IL

Supported supervised receiving and outbound staging while building foundational capability in documentation, material identification, scanning, safe handling, inventory checks, and carrier preparation. Developed reliable warehouse floor habits through careful transaction review and protective equipment compliance.

- Executed supervised **receiving** and outbound staging while learning documentation, scanning, and safe material handling.
- Checked shipment quantities and visible condition against documents before routing discrepancies for review.
- Picked and staged system directed orders, maintaining location discipline and product separation for quality verification.
- Supported cycle counts and location checks, recording findings for warehouse management system research.
- Prepared outbound material for carrier pickup by confirming labels, documents, and staging lanes.
- Followed protective equipment and **safety standards** while developing radio communication and warehouse floor proficiency.

PROJECTS

Priority Order Flow Improvement 📅 2024

Set a clearer staging and handoff routine for priority orders, connecting picking, quality verification, and shipping. Work reduced ambiguity during busy periods and gave supervisors a practical way to track accountability.

Shift Recovery Workflow 📅 2022

Tested revised workflow and layout changes for shipping and receiving teams. Employee feedback shaped documented adjustments, helping staff respond more consistently when shortages, damaged material, or urgent replenishment affected outbound work.

LEADERSHIP & AWARDS

- Recognized by distribution leadership for dependable floor supervision and consistent safety follow through.
- Selected as a trusted resource for warehouse management system questions, inventory discrepancies, and shift recovery decisions.
- Earned expanded responsibility through progression from associate work into coordination, team leadership, and supervision.

EDUCATION

High School Diploma

Joliet Central High School 🎓 GPA: 3.5 📅 2017 📍 Joliet, IL

Coursework: *Workplace safety, business communication, mathematics, computer applications*

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2024
- Forklift Safety Training 📅 2023

TECHNICAL SKILLS

- **Warehouse Systems:** Warehouse management systems, barcode scanning, inventory transactions
- **Shipping Operations:** Shipping documentation, outbound staging, carrier pickup
- **Receiving Operations:** Inbound receiving, material identification, quantity verification
- **Inventory Control:** Cycle counting, location checks, discrepancy research
- **Transportation Coordination:** Carrier timing, dock scheduling, radio communication
- **Quality Control:** Quality checkpoints, material condition checks, labeling review
- **Safety Practices:** Protective equipment, hazard reporting, safe material handling
- **Performance Reporting:** KPI reporting, throughput tracking, exception summaries
- **Process Improvement:** Workflow changes, layout testing, corrective action
- **People Development:** Employee coaching, cross training, performance feedback
- **Production Support:** Replenishment planning, production alignment, workload priorities
- **Change Management:** Process testing, employee feedback, documented adoption

PROFESSIONAL AFFILIATIONS

- Warehouse operations peer network, sharing practical ideas on inventory accuracy, safe material movement, and shift coverage.
- Local logistics professional community, connecting with distribution peers around workflow consistency and employee development.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST