

Jameson Zimmerman

Inbound Warehouse Manager

☎ (281) 555-4186

✉ jameson.zimmerman@example.com

🌐 linkedin.com/example/jamesonzimmerman

📍 Sugar Land, TX 77479

STRENGTHS

- ✓ **Receiving accuracy**
Caught discrepancies through document and product checks. One careful review often prevented larger inventory problems later.
- 👥 **Practical coaching**
Used floor observations and clear feedback to help employees improve safety, quality, and daily work habits.
- ♥ **Budget judgment**
Turned Excel variance reviews into staffing and equipment decisions. Leaders gained clearer control of operating spending.
- 🗨 **Cross team coordination**
Kept transportation, inventory, human resources, and customer service aligned when schedules or product issues changed.
- 🔒 **Secure operations**
Escalated theft risks, damage, and unsafe conditions early. Teams gained stronger product accountability and safer routines.

SKILLS

Inbound operations Receiving

Inventory control Slotting

Records management

Budget support Payroll review

Employee training

Performance management

Numerical analysis

Microsoft Excel Microsoft Word

Dispatch coordination

Fleet coordination Problem solving

SUMMARY

Warehouse operations leader with 14 years of progressive experience in food and consumer goods distribution. Leads **inbound receiving, storage**, slotting, inventory control, **records management**, employee supervision, safety, security, payroll review, and facility operations. Uses Microsoft Excel reporting, numerical analysis, floor observations, and documented procedures to resolve receiving discrepancies, improve product flow, protect inventory, and control labor and operating costs. Career progression from warehouse team lead through senior operations management reflects increasing responsibility for staffing, budgets, training, performance evaluations, recruiting support, transportation coordination, dispatch, carrier relationships, fleet activity, and product integrity. Builds clear expectations, develops supervisors, addresses performance concerns, and coordinates with finance, human resources, inventory, transportation, and customer service teams. Brings practical judgment, calm communication, and disciplined execution to deadline driven **warehouse operations**.

EXPERIENCE

Senior Warehouse Operations Manager

Prairie Star Distribution Services 📅 March 2022 - Present 📍 Sugar Land, TX

Leads inbound day warehouse operations for a regional food and household goods distribution center. Directs supervisors, staffing, receiving, storage, inventory records, safety, security, payroll validation, budgets, and cross department coordination.

- Directed **inbound receiving** and **slotting** priorities, keeping product flow aligned with staffing and storage capacity.
- Resolved receiving discrepancies through **case counts**, package dimensions, descriptions, and shipping documentation reviews.
- Used Excel variance analysis to guide labor, supply, and equipment decisions within approved operating budgets.
- Coached supervisors and associates through onboarding, evaluations, **safety** training, and documented performance expectations.
- Strengthened facility **security** through access controls, inventory exception reviews, **theft risk** escalation, and damage investigations.
- Coordinated transportation, human resources, inventory, and customer service teams around payroll and dispatch issues.

Warehouse Manager

Lone Oak Food Logistics 📅 July 2018 - February 2022 📍 Pearland, TX

Managed temperature controlled and ambient **warehouse operations** across receiving, storage, labor planning, **inventory control**, safety, security, transportation coordination, and budget review. Supported dependable service through practical operating improvements.

- Managed dock assignments, labor coverage, **slotting** decisions, and inventory checkpoints across product lines.
- Standardized receiving reviews against **shipping orders**, improving quantity, packaging, description, and location verification.
- Analyzed overtime, equipment needs, spending, and operating exceptions to support monthly budget control.
- Conducted evaluations and coaching that connected expectations with training, equipment use, attendance, and quality.
- Partnered with **dispatch** and carriers on route readiness, loading priorities, fleet constraints, and service issues.
- Reinforced safety routines through floor observations, incident follow up, product loss reviews, and hazard reporting.

Inbound Operations Supervisor

Red River Consumer Products 📅 June 2015 - June 2018 📍 Pasadena, TX

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Senior Warehouse Operations Manager at Prairie Star Distribution Services (4.5 Years)
- Warehouse Manager at Lone Oak Food Logistics (3.6 Years)
- Inbound Operations Supervisor at Red River Consumer Products (3 Years)
- Warehouse Team Lead at Bayou Supply Cooperative (2.9 Years)

Supervised **inbound receiving** for packaged consumer products, translating warehouse reports and floor observations into staffing, slotting, training, records, payroll, and workflow decisions that supported timely inventory availability.

- Set shift priorities for inbound teams, aligning dock activity with accurate inventory records and product availability.
- Analyzed Excel reports for receiving volume, discrepancies, labor needs, and slot utilization during daily planning.
- Coordinated put away and **slotting** using product dimensions, handling needs, and available warehouse locations.
- Trained new employees on receiving forms, equipment practices, **filing** procedures, safety, and escalation paths.
- Reviewed timekeeping and performance records, resolving discrepancies before payroll deadlines and personnel actions.
- Worked with inventory, shipping, and transportation contacts to resolve exceptions, loading conflicts, and schedule changes.

Warehouse Team Lead

Bayou Supply Cooperative 📅 June 2012 - May 2015 📍 Stafford, TX

Led daily receiving assignments for packaged foodservice and general supply inventory. Balanced dock workload, labor, storage capacity, documentation, safe material handling, carrier communication, and practical workflow improvements.

- Balanced receiving assignments against dock workload, available labor, and **storage** capacity each day.
- Verified **case counts**, descriptions, and product condition against shipping paperwork, escalating mismatches for follow up.
- Maintained alphabetical, numerical, and chronological files for receiving documents, personnel records, and operating forms.
- Coached safe material handling and equipment use through floor checks, hazard reporting, and damage escalation.
- Communicated dock readiness, loading constraints, delivery changes, and product availability with transportation personnel.
- Analyzed workflow bottlenecks, proposed layout changes, and reported practical results to warehouse management.

PROJECTS

Inbound Receiving Control Program 📅 2024

Created a structured receiving control process using shipping orders, case counts, package dimensions, item descriptions, inventory forms, and storage location checks. Supported accurate records and reduced avoidable product discrepancies before active storage.

Warehouse Budget Review Process 📅 2023

Built recurring Excel reviews for labor, overtime, equipment, supplies, and operating exceptions. Gave operations leaders clearer information for staffing decisions, corrective action, and budget control.

LEADERSHIP & AWARDS

- Recognized by operations leadership for dependable inbound execution and product accountability in 2024.
- Selected as a volunteer career mentor by Houston Logistics Professionals Network in 2023.
- Advanced through four warehouse leadership roles through consistent safety, coaching, and operating performance.

EDUCATION

Associate of Applied Science in Logistics and Supply Chain Management

Houston City College 🎓 GPA: 3.5 📅 2012 📍 Houston, TX

Coursework: Inventory control, warehouse operations, transportation management, logistics planning

CERTIFICATIONS

- OSHA 30 Hour General Industry 📅 2024
- Microsoft Office Specialist Excel Associate 📅 2023

TECHNICAL SKILLS

- **Warehouse Operations:** Receiving, storage, order filling
- **Inventory Control:** Slotting, cycle counts, inventory records
- **Microsoft Office:** Microsoft Excel, Microsoft Word, Excel reporting
- **Transportation:** Dispatch, routing, transport scheduling
- **Carrier Management:** Carrier coordination, provider relations, loading
- **Fleet Operations:** Fleet activity, vehicle loading, vehicle operation
- **Safety Management:** OSHA practices, hazard reporting, ergonomics testing
- **Security Controls:** Access practices, theft risk, loss prevention
- **Budget Analysis:** Operating budgets, cost review, variance analysis
- **Records Management:** Alphabetical filing, numerical filing, chronological filing
- **People Management:** Recruiting support, onboarding, performance evaluations
- **Payroll Administration:** Payroll review, timekeeping, personnel forms

PROFESSIONAL AFFILIATIONS

- Houston Logistics Professionals Network, Volunteer Career Mentor, 2023 - Present.
- Warehouse leadership peer group contributor, sharing practical receiving and safety process improvements.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST