

King Wilkinson

Warehouse and Supply Operations Manager

(864) 555-4182

king.wilkinson@example.com

linkedin.com/example/kingwilkinson

Spartanburg, SC 29306

STRENGTHS

- 👥

People Development
Training work program participants with clear assignments and feedback made daily performance more dependable.
- 📋

Inventory Discipline
Physical checks and careful records caught discrepancies early, keeping receiving decisions grounded in facts.
- 🔄

Vendor Resolution
Damaged goods became actionable claims, with credits routed clearly so accounting could close the loop.
- 🚚

Safe Distribution
Load planning and CDL A driving supported steady canteen deliveries without losing sight of people or products.
- ⚙️

Operational Judgment
When priorities shifted, practical sequencing kept rotation, staffing, and customer service moving together.

SKILLS

Purchasing

Receiving

Inventory Control

Stock Rotation

Merchandise Inspection

Vendor Credits

Accounting Coordination

Employee Supervision

Hiring

Training

Performance Evaluation

Institutional Operations

Rehabilitation Work Programs

Fiscal Responsibility

Recordkeeping

SUMMARY

Warehouse and supply operations leader with more than six years overseeing food service inventory, receiving, storage, purchasing support, distribution, and **employee performance** in controlled institutional settings. Directs employees and structured **work program participants** through assignments, training, evaluation, coaching, and safety expectations. Maintains accurate records from merchandise receipt through institutional delivery, including inspection, transaction verification, stock rotation, cycle checks, discrepancy resolution, vendor credits, and accounting coordination. Holds a **Commercial Driver's License, Class A**, with hands on experience planning delivery loads, operating commercial vehicles, and handling products weighing up to 60 pounds. Brings steady judgment to secure environments where accountable operations, **fiscal responsibility**, rehabilitation, self improvement, and public safety must work together. Can support dependable warehouse service through disciplined execution and practical team leadership.

EXPERIENCE

Warehouse and Supply Operations Manager

Cedar Gate Institutional Supply 📅 February 2024 - Present 📍 Spartanburg, SC

- Leads receiving, storage, inventory control, purchasing support, food service distribution, delivery planning, and workforce performance for a secure institutional campus. Oversees employees and work program participants while protecting people, products, records, and fiscal controls. Coordinates merchandise inspection, stock rotation, supplier credits, accounting communication, CDL A delivery activity, equipment readiness, and safe handling practices.
- Directed **receiving** and food service **distribution**, improving reliable product flow across a secure campus.
 - Coached employees and **work program participants** through assignments, evaluations, and documented safety feedback.
 - Verified merchandise, purchase records, rotations, and transactions before products entered active **storage**.
 - Resolved **damaged merchandise** claims and routed supplier credits for accounting reconciliation.
 - Planned CDL A delivery loads and transported products to **institutional canteens** safely.
 - Maintained cycle checks, equipment readiness, and handling practices for loads up to 60 pounds.

Warehouse Supervisor

Midlands Food Logistics Cooperative 📅 June 2022 - January 2024 📍 Columbia, SC

- Supervised receiving and fulfillment for institutional food service accounts across dry and temperature controlled inventory. Built dependable daily coverage through employee training, **work assignment**, performance notes, and driver coordination. Protected **transaction accuracy** by investigating discrepancies, securing supplier credits, applying first in, first out rotation, and maintaining clear operating records.
- Supervised **receiving** and fulfillment across dry and temperature controlled food service **inventory**.
 - Trained employees on inspection, rotation, transaction recording, lifting, and discrepancy escalation.
 - Investigated receiving variances and secured supplier credits before administrative reconciliation.
 - Organized first in, first out movement and location checks to reduce expiration exposure.
 - Coordinated drivers, warehouse staff, and receiving contacts around accurate daily transactions.
 - Prepared performance notes and staffing recommendations that supported dependable labor coverage.

Warehouse Operations Specialist

Upstate Community Distribution Center 📅 May 2020 - May 2022 📍 Greenville, SC

Executed core warehouse operations for food and household supply distribution, including receiving, inspection, put away, **storage**, picking, loading, and delivery support. Reconciled physical counts, improved storage flow, guided temporary workers, and applied commercial vehicle safety

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Warehouse and Supply Operations Manager at Cedar Gate Institutional Supply (2.6 Years)
- Warehouse Supervisor at Midlands Food Logistics Cooperative (1.6 Years)
- Warehouse Operations Specialist at Upstate Community Distribution Center (2 Years)

practices. Supported accurate movement of goods through practical handling, documentation, and housekeeping routines.

- Executed **receiving**, put away, storage, picking, and **distribution** for community supply orders.
- Inspected inbound merchandise for quantity, condition, dates, and supporting documentation.
- Recorded inventory movements and reconciled physical counts before escalating variances.
- Reorganized storage around movement frequency, improving safer handling and **stock rotation**.
- Prepared delivery loads and supported routes using commercial vehicle safety practices.
- Guided temporary workers through lifting, pallet handling, housekeeping, and order verification.

LEADERSHIP & AWARDS

- Recognized for dependable inventory records and consistent follow through during institutional distribution operations.
- Selected for increasing responsibility across receiving, supervision, delivery planning, and controlled warehouse operations.

EDUCATION

Bachelor of Science in Operations Management

University of South Carolina Upstate 🎓 GPA: 3.5 📅 2020 📍 Spartanburg, SC
Coursework: Supply chain management, inventory control, purchasing, logistics management

CERTIFICATIONS

- Commercial Driver's License, Class A 📅 2022
- Workplace Safety and Material Handling Training 📅 2022

TECHNICAL SKILLS

- **Warehouse Systems:** Receiving records, inventory records, distribution records
- **Inventory Control:** Cycle counts, physical counts, transaction accuracy
- **Food Service Supply:** Dry goods, temperature controlled goods, canteen distribution
- **Purchasing Operations:** Purchase records, merchandise inspection, supplier coordination
- **Stock Rotation:** First in first out, expiration checks, location checks
- **Vendor Accounting:** Vendor credits, damaged goods claims, accounting reconciliation
- **Workforce Management:** Interviewing, hiring, training, performance evaluation
- **Safety Practices:** Safe lifting, material handling, equipment readiness
- **Commercial Driving:** CDL A, delivery loads, commercial vehicle safety
- **Institutional Programs:** Work program assignments, rehabilitation, self improvement

PROFESSIONAL AFFILIATIONS

- Institutional supply operations practitioner focused on accountable receiving, distribution, and workforce development.
- Commercial delivery professional supporting safe product movement, accurate records, and dependable service.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST