



Kane Alvarez

Warehouse Supervisor

☎ (208) 555-6729 ✉ kane.alvarez@example.com

🌐 linkedin.com/example/kanealvarez 📍 Meridian, ID 83646

STRENGTHS

- 🔒 **Secure Inventory Control**
Reconciled records, investigated variances, and protected controlled supplies. Teams relied on accurate counts during urgent requests.
- 👥 **Practical Supervision**
Set clear daily expectations, coached staff, and documented performance. Direct feedback helped work crews stay focused.
- 🛒 **Vendor Resolution**
Handled delivery, warranty, and specification issues with vendors. A calm follow up kept essential orders moving.
- ♥️ **Safety Instruction**
Turned SDS, biohazard, and equipment rules into usable work practices. Staff gained confidence during routine training.
- 🚚 **Emergency Logistics**
Reorganized priorities and staged critical materials when normal supply patterns shifted. Service continued without confusion.

SKILLS

Warehouse Supervision

Inventory Management

Computerized Inventory Receiving

Bulk Purchasing

Supply Chain Operations

Public Procurement

Vendor Negotiation Cost Analysis

SUMMARY

Warehouse and supply chain supervisor with eight years of progressive experience supporting regulated public sector logistics, institutional inventory, purchasing, receiving, and service operations. Leads employees and supervised work crews across warehouse, sanitation, laundry, and material handling functions while maintaining secure accountability for food, chemicals, equipment, uniforms, and operating supplies. Manages **computerized inventory records**, **bulk purchasing**, vendor sourcing, quotations, formal bids, budgets, stock levels, and **continuity planning**. Applies practical storage methods based on product characteristics, service requirements, security controls, and emergency readiness. Provides coaching, **performance evaluations**, SDS instruction, biohazard procedures, equipment safety training, and clear operational reporting. Holds a valid Idaho driver's license, OSHA training, and hazard communication training, with sound judgment suited to safety sensitive public safety operations.

EXPERIENCE

Warehouse and Logistics Supervisor

Canyon Public Safety Services 📅 February 2023 - Present 📍 Meridian, ID

Direct **warehouse receiving**, inventory, sanitation supply, laundry logistics, material distribution, purchasing, and emergency supply planning for a secure public sector operation. Supervise employees and assigned work crews, manage performance, and maintain accountability for food, chemicals, uniforms, equipment, and consumable supplies.

- Directed secure receiving and distribution, preserving supply availability for continuous public sector operations.
- Supervised employees and work crews, setting expectations, coaching performance, and completing formal evaluations.
- Administered **computerized inventory records** for food, chemicals, uniforms, equipment, and consumable supplies.
- Managed **bulk purchasing**, budgets, **quotations**, specifications, warranties, availability, and delivery terms.
- Enforced **SDS**, **chemical storage**, biohazard, equipment, and secure area procedures through recurring training.
- Maintained contingency stock and coordinated priority distribution during disrupted supply conditions.

Senior Warehouse Coordinator

Treasure Valley Government Logistics 📅 June 2021 - January 2023 📍 Boise, ID

Coordinated receiving, storage, distribution, inventory accountability, purchasing documentation, and vendor resolution for institutional supplies serving regulated government functions. Led shift workflow, maintained reorder controls, researched product options, and prepared operational reports for management review.

- Coordinated receiving, storage, distribution, and accountability for institutional supplies and equipment.
- Led shift workflow and assigned work crews according to safety, security, and service priorities.
- Maintained reorder points and cycle counts, investigating shortages, damage, and unusual usage.
- Sourced products, obtained quotations, reviewed cost and quality, and prepared procurement documentation.
- Resolved vendor delivery, warranty, specification, and defective product issues with complete records.
- Prepared inventory and purchasing reports highlighting stock risks and replacement requirements.

Warehouse Lead

Intermountain Institutional Supply 📅 April 2019 - May 2021 📍 Nampa, ID

[Budget Monitoring](#) [Formal Bids](#)
[Price Quotations](#) [Chemical Safety](#)
[Emergency Logistics](#)
[Regulatory Compliance](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Warehouse and Logistics Supervisor at Canyon Public Safety Services (3.7 Years)
- Senior Warehouse Coordinator at Treasure Valley Government Logistics (1.6 Years)
- Warehouse Lead at Intermountain Institutional Supply (2.1 Years)
- Warehouse Specialist at Gem State Distribution Services (5 Months)

- Led receiving, order fulfillment, storage assignment, picking, staging, material movement, and customer support for institutional accounts. Trained associates on equipment safety, product handling, inventory transactions, housekeeping, escalation practices, and urgent distribution priorities.
- Led receiving and fulfillment, organizing dock activity, storage assignments, picking, and staging.
 - Trained associates on equipment use, product handling, housekeeping, inventory transactions, and escalation.
 - Selected storage locations based on dimensions, handling needs, turnover, and safety requirements.
 - Performed cycle counts and transaction reviews, correcting documented inventory errors for review.
 - Coordinated shortages, substitutions, delivery timing, and specifications with purchasing staff and vendors.
 - Staged essential materials quickly when emergency and high priority requests changed workload.

Warehouse Specialist

Gem State Distribution Services 📅 October 2018 - March 2019 📍 Caldwell, ID

- Supported shipment verification, storage, inventory transactions, order fulfillment, equipment inspections, housekeeping, and physical inventory activities. Protected item accuracy by checking documents, maintaining locations, researching variances, and reporting service concerns.
- Verified incoming shipments against purchase documents, identifying damaged, short, or incorrect items.
 - Stored supplies by product characteristics, maintaining clear locations and safe material access.
 - Entered receipts, transfers, and issues into **computerized inventory records** for item traceability.
 - Picked customer orders, checking item numbers and quantities before release to customers.
 - Inspected **warehouse equipment** and work areas, reporting service concerns for timely action.
 - Supported physical inventories by counting locations, researching variances, and documenting adjustments.

PROJECTS

Emergency Supply Continuity Plan 📅 2025

Created practical contingency stock and priority distribution procedures for disrupted supply conditions, supporting continuity across secure public sector operations.

Institutional Chemical Control Program 📅 2024

Strengthened chemical storage, SDS access, handling instruction, and documentation practices across sanitation and warehouse work areas.

LEADERSHIP & AWARDS

- Recognized by public sector leadership for dependable emergency supply coordination and continuity planning.
- Selected for expanded warehouse supervision responsibilities after consistent performance in regulated logistics operations.
- Trusted to train staff and work crews on equipment safety, SDS practices, and secure material handling.

EDUCATION

High School Diploma

Vallivue High School 🎓 GPA: 4.0 📅 2018 📍 Caldwell, ID

Coursework: *Business operations, mathematics, communications, workplace safety*

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2024
- Hazard Communication and Safety Data Sheets Training 📅 2025
- Valid Idaho Driver's License 📅 2026

TECHNICAL SKILLS

- **Warehouse Operations:** Receiving, storage, distribution
- **Inventory Systems:** Computerized inventory, cycle counts, reorder points
- **Purchasing Procedures:** Bulk purchasing, quotations, formal bids
- **Vendor Management:** Vendor sourcing, warranties, delivery schedules
- **Safety Documentation:** SDS, hazard communication, biohazard procedures
- **Chemical Programs:** Chemical storage, safe handling, cleaning techniques
- **Material Handling:** Warehouse equipment, picking, staging
- **Public Sector Logistics:** Institutional supplies, secure operations, continuity planning
- **Supervision Practices:** Employee coaching, performance evaluations, work instructions
- **Reporting Controls:** Inventory reports, purchasing reports, specifications

PROFESSIONAL AFFILIATIONS

- Public sector logistics and institutional supply operations professional network participant.
- Workplace safety and hazard communication training community participant.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST