

Adrian Sawyer

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Hardworking Warehouse Associate with excellent materials handling, storage management and shipment preparation skills. Experienced in picking orders, assembling pallets and preparing containers. Accustomed to facilitating accurate inventory counts and maintaining current warehouse records.

Organized professional with superior work ethic and team player attitude. Exceptional quality control, inspection and logistics and shipping abilities. Commended for honesty, hard work and positive attitude. Consistent ability to stand for long periods of time and safely lift up to 120 pounds.

Ability to work independently and as a team player.

Ability to communicate effectively with all levels of the organization, including customers, vendors, and co-workers.

Enthusiastic individual with superior skills in working in both team-based and independent capacities.

Bringing strong work ethic and excellent organizational skills to any setting. Excited to begin new challenge with successful team.

Work Experience

Shipping Specialist / Production

UPLIFT Desk - Austin, TX

December 2016 to April 2020

Affixed accurate labels to customer packages to prevent unnecessary

The Human Solution Austin, TX delays in loading and shipping of ordered goods.

Shipping Specialist / Production Picked and prepared numerous daily shipments in large warehouse machinist environment to facilitate customer order fulfillment.

12/2016 - 04/2020 Identified defective, incorrect or missing merchandise and promptly reported issues to supervisor.

Contributed ideas on ways to improve or optimize warehousing procedures.

Moved boxes, containers and pallets with special-purpose equipment to meet demanding production targets.

Cleaned and maintained warehouse to comply with Occupational Safety and Health Administration (OSHA) and state safety and health standards.

Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.

Received, stored, and shipped goods and materials.

Attached identifying tag or labels to materials or marked information on cases, bales, or other containers.

Loaded perishable and non-perishable goods into trucks for planned delivery schedules.

Recognized defective material and reported issues to management to facilitate prompt resolution.

Unloaded freight using pallet jacks to transport heavy items to locations in warehouse.

Identified safety hazards and notified management to determine proper resolution of issues.

Exceeded specific team goal by partnering with staff to share and implement best practices.

Unloaded incoming products off trucks, sorted items in staging area and transported items to final storage locations.

Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.

Considered individual product requirements and accessibility needs to maximize efficiency of warehouse storage areas.

Packed and labeled merchandise to prepare for loading and shipment to customers.

Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.

Lifted materials of varied weights on regular basis to transport items to proper warehouse locations.

Utilized pallet jacks to move items to and from different warehouse locations.

Warehouse Manager

BugBouncer - Dallas, TX

November 2014 to December 2015

both current employees and new hires.

11/2014 - 12/2015 Applied schedule, organizational and routing knowledge to enhance delivery planning.

Planned and optimized warehouse work processes to improve fulfillment system efficiency.

Satisfied reporting requirements with timely and accurate logging of daily activities.

Secured resourcing for materials, equipment and personnel to meet warehouse operational needs.

Hired, trained and motivated warehouse staff to meet tight schedules and demanding performance targets.

Project managed warehouse system updates to increase productivity and reduce errors.

Maximized warehouse efficiency by dispatching crews and coordinating optimal daily schedules.

Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.

Managed day-to-day shipping and receiving, typically overseeing more than 20 packages in 24-hour period.

Maintained accurate order and shipment forms and inventory documentation to facilitate timely material flow.

Reconciled accounting records including shipping and receiving logs and purchase orders.

Provided detailed instructions for job responsibilities, safety protocols and company guidelines to new employees.

Researched issues to address shipping errors and packaging mistakes.

Planned and implemented layout enhancements to promote efficiency and maximize space utilization.

Improved efficiency by 40% through supervision of 3 staff working in warehouse.

Scheduled shifts for employees ensuring appropriate staffing for each shift across all positions.

Organized warehouse design to maximize space for stock while allowing for high volume traffic zones.

Provided information to shipping and receiving personnel regarding inventory stock.

Recruited and staffed employees to fill all positions and skill levels in warehouse to man three shifts.

Coordinated maintenance on physical condition of warehouse and equipment, routinely assessing each for needed repairs, updates or replacements.

Examined incoming shipments to verify quality and quantity and returned unacceptable items to suppliers for refund or replacement.

Provided subject matter expertise on inventory levels and processes to internal and external customers to meet diverse requirements and smooth processes.

Warehouse Associate

Restaurant Depot - Austin, TX

February 2014 to November 2014

delays in loading and shipping of ordered goods.

02/2014 - 11/2014 Picked and prepared numerous daily shipments in large warehouse environment to facilitate customer order fulfillment.

Recorded accurate unit quantities and entered data into inventory database to facilitate records maintenance.

Identified defective, incorrect or missing merchandise and promptly reported issues to supervisor.

Moved boxes, containers and pallets with special-purpose equipment to meet demanding production targets.

Cleaned and maintained warehouse to comply with Occupational Safety and Health Administration (OSHA) and state safety and health standards.

Assisted coworkers with special projects to learn new tasks while gaining additional responsibilities.

Attached identifying tag or labels to materials or marked information on cases, bales, or other containers.

Noted current product inventory levels to support completion of order requests and audits.

Loaded perishable and non-perishable goods into trucks for planned delivery schedules.

Unloaded freight using pallet jacks to transport heavy items to locations in warehouse.

Unloaded incoming products off trucks, sorted items in staging area and transported items to final storage locations.

Prepared inventory for shipment by attaching tags and labels and executing shipment documents to facilitate delivery to proper customers.

Inventoried items with daily cycle counts and monthly audits and investigated discrepancies to maximize data accuracy.

Packed and labeled merchandise to prepare for loading and shipment to customers.

Examined incoming shipments to verify quality and quantity and returned unacceptable items to suppliers for refund or replacement.

Monitored work areas for cleanliness and functionality and removed obstacles to promote safe work environment.

Lifted materials of varied weights on regular basis to transport items to proper warehouse locations.

Scanned container labels with RF scanners to verify contents and determine target destinations.

Carefully arranged items on store racks and shelves ensuring correct location and prices.

Organized and positioned product cases in produce warehouse and walk-in cooler.

Utilized pallet jacks to move items to and from different warehouse locations.

Tracked inventory, conducted cycle counts and audits and resolved issues to maintain accurate records.

Counted and stocked different types of merchandise to comply with inventory control tag requirements.

Inspected and moved products to designated areas in warehouse.

Rotated goods in inventory by following "first in, first out" approach to keep shelves organized and well-stocked.

Education

High School Diploma

Garza Independence High School

May 2004

Associate of Arts in Culinary

Austin Community College - Austin, TX

Skills

- Product verification
- Quality control
- Freight labeling
- Dependable and reliable
- Warehouse tools operation
- Product organization
- Material handling
- Adaptive team player
- Warehouse operations
- Freight operations
- Wrapping and boxing
- Stockroom procedures
- Inventory organization
- Inventory control
- Pallet Jack
- Order Picker
- Logistics
- Shipping & Receiving
- Quality Inspection
- Order Fulfillment
- Packaging
- Quality Assurance
- SAP
- Merchandising