

Christopher Bowen

Warehouse Lead

Longmont, CO 80501

chrisbowen@me.com

+116319027507

Dedicated Warehouse Lead with 6+ years of experience in warehouse operations, including leadership roles and expertise in inventory management, shipping and receiving, and order fulfillment. Proficient in operating forklifts, pallet jacks, and other equipment. Possess strong communication and organizational skills, with a focus on process improvement and team collaboration.

Authorized to work in the US for any employer

Work Experience

Warehouse Lead

Boulder Imaging-Louisville, CO

May 2024 to November 2024

- Demonstrated strong leadership skills by effectively delegating tasks among team members based on individual strengths and workload demands
- Supervised a team of 2 warehouse associates, ensuring efficient and accurate processing of incoming and outgoing shipments
- Developed and implemented efficient receiving procedures to ensure accurate and timely processing of incoming shipments
- Trained new employees on proper receiving procedures, safety protocols, and equipment operation
- Assembled and prepared kits for production line, ensuring all necessary components were included
- Maintained accurate inventory records of kit components, tracking usage and replenishing supplies as needed
- Collaborated with purchasing department to order materials and ensure timely delivery for kit assembly
- Operated packaging machinery to assemble, label, and package products according to company standards
- Contributed ideas for process improvement initiatives aimed at increasing productivity or reducing waste in the packaging department
- Trained new employees on packaging procedures, safety protocols, and quality control measures
- Efficiently unloaded incoming shipments, organized merchandise, and stocked bin locations
- Utilized forklifts and pallet jacks to safely transport heavy items and optimize storage space

Material Logistics Associate

Boulder Imaging-Louisville, CO

November 2023 to May 2024

- Received, inspected, and documented incoming shipments of merchandise
- Verified accuracy of shipment contents against purchase orders and invoices
- Organized and maintained inventory in designated storage areas
- Performed regular inventory counts to ensure accurate stock levels
- Utilized computer systems to update inventory records and track product movement
- Collaborated with purchasing department to coordinate returns or exchanges of defective or incorrect items
- Assisted in loading/unloading trucks using appropriate equipment such as pallet jacks or forklifts

- Coordinated with other departments (e.g., warehouse, production) to facilitate timely delivery of materials/components needed for manufacturing processes
- Tracked return authorizations from customers/vendors, ensuring proper documentation

Warehouse, Shipping, and Receiving Manager

Zoom North America-Hauppauge, NY

April 2022 to October 2023

- Prepared accurate shipping orders and bills of lading to direct and route materials.
- Compared shipment contents with paperwork to support inventory accuracy and records management.
- Trained and supervised shipping department staff, enforcing company policies and industry best practices.
- Inspected item packaging, labels and barcodes for accuracy.
- Organized storage areas to maximize movement and minimize labor.
- Tracked shipments and promptly addressed delivery discrepancies and delays.
- Prepared domestic and foreign shipments in line with regulations established by shipping companies and international customs.
- Investigated inventory discrepancies to maintain record keeping validity.
- Prepared inventory for shipment by attaching tags and labels.
- Consistently met company and department objectives within budget and time constraints.
- Restructured warehouse picking locations and reserved slots to achieve maximum employee productivity.

Order Fulfillment Associate

Zoom North America-Hauppauge, NY

December 2018 to April 2022

- Pulled and packed products from shelves based on customer orders.
- Prepared orders for shipment using UPS Worldship and FedEx Ship Manager.
- Loaded and unloaded packages from loading dock to trucks.
- Labeled packages and pallets to ensure efficient identification of items.
- Operated forklifts, pallet jacks, hand trucks, and other equipment to load, unload, transport and store goods.
- Tracked inventory levels, handling aspects of shipping and receiving and kept accurate records.
- Prepared domestic and international shipments for transportation.
- Conducted routine cycle counts and reconciled problems found.
- Assisted in training new warehouse employees.

Warehouse Associate

Reilly Architectural-Calverton, NY

March 2018 to July 2018

- Fill orders created by production departments and distribute throughout the facility as necessary.
- Perform physical inventory counts, inspect products for damage and finish accuracy, and sign-off on packing lists.
- Assisting in the loading/unloading of physical freight such as glass and lumber.
- Communicate any material issues, product damage, inaccurate inventory counts, etc. immediately to the Warehouse Manager so corrective actions can be made.
- Work with the Warehouse Manager in reviewing procurement plans.
- Assisting in batching of hardware for production projects.
- Kit hardware as needed for the field installation department.
- Ship, track, and receive custom plated hardware from external plating vendors.

- Maintain a clean and safe work area in addition to following all safety policies and procedures.

Retail Sales Merchandiser

ADVANTAGE SOLUTIONS-Riverhead, NY

November 2015 to March 2018

- Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints.
- Inventory stock and reorder when inventory drops to a specified level.
- Monitor sales activities to ensure that customers receive satisfactory service and quality goods.
- Examine merchandise to ensure that it is correctly priced and displayed and that it functions as advertised.
- Perform work activities of subordinates, such as cleaning and organizing shelves and displays and selling merchandise.
- Estimate consumer demand and determine the types and amounts of goods to be sold.
- Scan top products and ensure they are in stock and on shelf.
- Use computers to produce signage.
- Take photographs of displays or signage.

Reset Merchandiser

ACOSTA SALES & MARKETING-Bay Shore, NY

November 2012 to November 2015

- Reset stocking sections to new merchandising plans, install fixtures, and install in-store advertising and marketing materials.
- Ensuring the right stock is in the right place at the right time to maximize sales and margin performance.

Receiving Associate

KMART-Farmingville, NY

October 2009 to August 2012

- Unload freight and maintain stockroom.
- Confer or correspond with establishment representatives to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Examine contents and compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment.

Education

High School Diploma

Newfield High School - Selden, NY

June 2008

Skills

- Time Management
- Team Player
- Adaptability
- Communication
- Self-motivation

- Microsoft Office
- Decision Making
- Shipping & Receiving
- Order Picking
- Forklift
- Warehouse Management
- UPS Worldship
- FedEx Ship Manager
- LTL Freight Scheduling
- Order Fulfillment
- Materials Handling
- Warehouse Supervisor Experience
- Process Improvement
- Supply Chain

Certifications and Licenses

Forklift Certification