

Herschel Miniffee

Contact

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Objective

Dynamic leader with extensive experience excelling in optimizing warehouse operations and enhancing shipping processes. Demonstrated expertise in documentation and problem solving, achieving significant improvements in efficiency. Skilled in mentoring teams, consistently exceeding performance targets through strategic planning and effective communication. Goal-oriented Warehouse Manager delivering practical strategies to drive productivity, personnel retainment, and process optimization.

Education

Certification in Human Resources Management Training
HR University Online Course - March 2025

Certification in Photovoltaic Design and Installation
Victor Valley College - May 2017

Associate of Arts - Business Administration
Oliver - Harvey Junior College - April 1988

Key Skills

- Budget Planning
- Communication
- Problem-solving
- OSHA Certification (10/30 Hour)
- HR Management
- Forklift Operator Certification/Train the Trainer (Mailin Certified)
- Operating Systems (SAPP21,SYNAPSE)
- RF Scanner
- Worldship
- Cerasis/Bill creation system for LTL lines

- **Experience**

Warehouse Manager | Texcel Inc., Houston, TX

April 2022 - Jan 2025

- Completed timely and accurate daily logs to track material movements.

- Streamlined receiving procedures to reduce inbound processing time by 25%, ensuring faster turnaround on customer orders.
- Collaborated with procurement and logistics teams to improve supply chain efficiency and reduce inventory holding costs.
- Established KPI dashboards to monitor productivity, shipping accuracy, and order cycle times.
- Coordinated cross-training among warehouse personnel to increase labor flexibility and reduce overtime costs.
- Led Daily safety meetings and coordinated Monthly drills to foster a culture of safety and compliance.
- Resolved escalated issues with transportation delays, inventory mismatches, and customer service complaints.
- Built and motivated a team to exceed operational goals.
- Established and maintained strong communication channels with LTL carriers to ensure reliable scheduling and issue resolution.
- Redesigned key warehouse areas to maximize space utilization and improve workflow.
- Maintained accurate records to avoid delivery errors.
- Scheduled team and approved payroll.
- Fostered a culture of unity and productivity.
- Developed and implemented SOPs across all operational areas, including inbound, outbound, and inventory management.
- Trained new employees on RF scanner operation, proper material handling, and safety compliance.
- Developed and scheduled team-building activities to promote employee morale and unity.
- Assumed role of Operations Manager with partner Manager after unexpected departure, helping drive company revenue from \$22 million to 51 million within one year.

Shipping Manager | Texcel Inc., Houston, TX

Dec 2021 – April 2022

- Improved inventory accuracy through inspection and documentation.
- Resolved invoicing and shipping issues in collaboration with administrators.
- Optimized storage for efficient material movement.
- Operated forklifts and other equipment for internal logistics.
- Developed SOPs for the shipping department.

Warehouse Shipping Lead | Texcel Inc., Houston, TX

Oct 2021 – Dec 2021

- Managed freight, returns, and parcel shipments.
- Supervised a fast-paced team environment.
- Created pallets for efficient transport.
- Implemented SOPs and secured drop trailers.
- Generated bills through Cerasis and processed all UPS order through WorldShip

- Scheduled LTL and Hot Shot deliveries.

Production Supervisor | Houston Food Bank, Houston, TX

Jul 2019 - Aug 2021

- Led a team producing 10,000 meal packages weekly.
- Implemented new technologies to improve operations.
- Trained direct labor employees for product assembly.
- Oversaw multiple projects and maintained volunteer coordination.

Volunteer Services Representative | Houston Food Bank, Houston, TX

April 2018 - July 2019

- Directed volunteer projects and provided task demonstrations.
- Motivated and engaged hundreds of volunteers daily.
- Enhanced volunteer satisfaction and return rate.
- Served as coordinator for high-profile events.

Communication

Implemented new procedures and technologies that improved efficiency and streamlined operations. I am great with younger men and women, as I have developed employees with no prior experience into some of the best employees and leads.

Leadership

Successfully led a team of 20+ to exceed production goals while maintaining excellent customer satisfaction scores.

References

Available upon request.