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### **Professional Summary**

Dedicated and highly knowledgeable Operations professional offering 15+ years of experience, with a passion for leading teams, delivering results, and resolving challenges. Adept at evaluating business data and analytics to develop operational strategies for process optimization while ensuring a safe and healthful environment for Team Members to work and grow.

### **Areas of Expertise**

Warehouse Operations | Inventory Control | Customer Service | Problem Solving | Training | Mentoring | Interpersonal Skills | Organizational Leadership | Multi-tasking | Prioritization Skills

### **Professional Experience**

#### **Advance Auto Parts | Denver, CO**

##### **Manager of Distribution Center/Warehouse Operations (December 2017-October 2023)**

- Lead 5 supervisors as well as a team of 90+ employees, and managed daily operations of a 120,000 sq. ft warehouse by utilizing interpersonal and organizational skills leading to improved inventory management and safety initiatives
- Facilitated and managed life safety projects including Power Industrial Trucks, Fire Protection Systems, and maintenance of conveyors, RF scanner equipment and the general building
- Enforced policy and procedures to ensure warehouse met or exceeded corporate standard operating procedures and safety protocols
- Subject Matter Expert in inventory management, reconciliation of receiving inbound purchase orders and daily cycle count reports
- Coordinated the onboarding, training, and scheduling of new hires, and handled payroll for staff
- Supervised the training of new warehouse forklift operators
- Implemented Cross Banner project, allowing the warehouse to successfully service 29 additional Advance Auto Parts stores across the region
- Initiated the successful startup of a second shift for the warehouse, leading to the efficient servicing of 29 additional stores through optimization of the shipping department operations

#### **Advance Auto Parts / CarQuest Auto Parts | Denver, CO**

##### **Supervisor - Stocking, Picking and Shipping Departments (May 2011-December 2017)**

- Trained new hires, delegated assignments, and inspected work areas for cleanliness
- Collected and analyzed daily reports for team members to ensure they were meeting production standards to hit KPIs throughout corporate merger, and maintained exceptional customer service
- Supported on site upgrades for Anchorage, San Antonio, Salt Lake City, Portland and Nashville distribution centers including transitioning to RF scanners and Warehouse Management System
- Coordinated with other supervisors and upper management to expand warehouse racking, utilizing unused overhead space allowing for maximized capacity and efficiency

#### **CarQuest Auto Parts | Denver, CO**

##### **Receiving Clerk/ Auto Parts Handler (July 2008- May 2011)**

- Operated forklift for receiving and shipping responsibilities, and staging freight
- Received and inspected incoming product, signed BOLS, and created BOLS for return authorizations, maintained zones and work areas for cleanliness
- Created Assigned Shipment Number for incoming freight to ensure accurate back end reconciliation of purchase orders