

Angela Wilkins

Enfield, NC 27823

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Authorized to work in the U.S. | Willing to relocate

Professional Summary

Experienced and detail-oriented Warehouse Shipping and Receiving Administrator with 15+ years in distribution, logistics, and operations. Skilled in inventory control, order fulfillment, team leadership, and shipping/receiving processes. Adept at using warehouse systems, operating forklifts, and maintaining accurate documentation. Known for improving workflow efficiency and ensuring timely, damage-free deliveries. Certified in Forklift Operation, CPR, and First Aid.

Core Competencies

Shipping & Receiving Coordination Inventory Control & Order Accuracy Forklift & Pallet Jack Operation ERP/Warehouse Management Systems Scheduling & Workflow Management	Team Supervision & Staff Training Documentation & Reporting Freight Loading & Unloading Safety & Compliance Protocols Microsoft Word & Basic Computer Skills
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Professional Experience

Forklift Operator / Shipping & Receiving Associate

Lowe's Distribution Center RDC 1420 – Garysburg, NC

August 2013 – November 2021

- Handled daily shipping and receiving tasks, ensuring timely order fulfillment
- Operated forklifts and pallet jacks to move, load, and unload freight
- Verified shipment contents and maintained accurate documentation
- Scanned inventory using handheld devices and updated tracking systems
- Coordinated with supervisors to prioritize and meet shipping deadlines

Assistant Manager (Operations Support)

Speedway / 7-ELEVEN – Enfield, NC

March 2024 – Present

- Oversaw inventory and cash handling; ensured proper stocking and merchandise rotation
- Managed employee schedules and coached team members to improve productivity
- Resolved vendor delivery issues and managed daily receiving reports
- Balanced registers, reconciled discrepancies, and ensured shift accountability

Forklift Operator / Material Handler / Team Member

McLane Company – Battleboro, NC

May 1998 – March 2013

- Picked, packed, and staged customer orders for shipment

- Supported the supervisor as a backup lead, assisting with team coordination
- Maintained accuracy in inventory transactions and documentation
- Monitored incoming freight and prepared items for distribution

Correctional Officer

Virginia Department of Corrections – Drewryville, VA

November 2021 – March 2024

- Enforced institutional regulations and supervised movements in a secure facility
- Maintained detailed incident reports and shift logs for documentation purposes
- Skills in incident management and protocol adherence carry over to warehouse compliance

Custodian

Vidant Edgecombe Hospital – Tarboro, NC

March 2013 – August 2014

- Maintained high standards of cleanliness and sanitation
- Supported safety by responding quickly to environmental hazards

Cashier / Stock Associate

Dollar General – Enfield, NC

May 2013 – June 2014

- Managed inventory counts and restocked merchandise from warehouse deliveries
- Assisted with basic recordkeeping and customer service

Cashier / Customer Service (Part-Time)

Eastern Petroleum Corporation – Enfield, NC

January 2008 – May 2009

- Operated register, assisted in inventory control, and handled daily cash deposits

Education

High School Diploma

Southeast Halifax High School – Halifax, NC

Graduated: June 1991

Certifications & Licenses

- Forklift Operator Certification
- CPR Certified
- First Aid Certified
- Valid Driver's License