

# Daniel Bailey

684 Lincoln Ave Nunn, CO 80648 | +1 970 541 8572 | [danwb30@yahoo.com](mailto:danwb30@yahoo.com)

## Professional Summary

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Resourceful professional with 6+ years of dispatch and logistics experience, skilled in inventory control, ERP systems, and team leadership. Demonstrated prowess in shipping, receiving, and warehouse management with certifications in forklift operation and aerial lift. Excels in maintaining efficiency and safety in fast-paced material coordination environments.

## Work Experience

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### Dispatch Supervisor

**Us Autofore distributors** | Johnstown, CO

December 2019 to Present

- Managed inventory tracking, receiving, and distribution of goods to ensure timely and accurate order fulfillment
- Coordinated the movement of materials and products between departments and assembly areas to support production schedules
- Oversaw shipping and receiving operations, including packaging, labeling, and documentation for outgoing and incoming shipments
- Operated and monitored dispatch and warehouse management systems to maintain inventory accuracy and integrity
- Investigated and resolved inventory discrepancies, reporting issues to management and implementing corrective actions
- Provided guidance and training to team members on warehouse safety procedures and compliance standards
- Maintained organized storage areas and ensured adherence to safety and cleanliness protocols
- Supported cycle counts and physical inventory audits to ensure inventory control and reporting accuracy

## Education

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### Upper secondary education

## Skills

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**Inventory management** **Shipping and receiving inventory management** **Warehouse management system** **Logistics** **Dispatching** **Freight** **Order placement** **Supply chain inventory management** **ERP systems** **Forklift** **Warehouse supervisor experience** **Attention to detail** **Organizational skills** **Administrative experience** **Mechanical knowledge**

## Languages

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English

## Certifications and Licenses

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### Driver's License

# Forklift Certification