

TURNER FLIGHT

Longmont, CO | 630-550-3773 | turnerflight@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented Warehouse and Operations Professional with over 5 years of experience supporting high-volume manufacturing and distribution environments. Proven track record in inventory control, logistics coordination, process optimization, and cross-functional collaboration. Recognized for strong work ethic, leadership capability, adaptability, and commitment to safety and accuracy.

CORE COMPETENCIES

Warehouse Operations • Inventory Management • ERP & MRP Systems • Logistics & Shipping (Domestic & International) • Forklift Operations • Kanban Systems • Process Improvement • Cross-Functional Collaboration • Safety & Compliance • Microsoft Excel & Word • Salesforce

PROFESSIONAL EXPERIENCE

MM Solutions — *Warehouse Coordinator / Case & Foam Team Member*

2022 – Present

- Coordinate end-to-end warehouse operations to support manufacturing and fulfillment while ensuring compliance with company policies and safety standards.
- Manage inventory movements, storage, and shipment of finished goods; direct forklift operations to designated locations.
- Conduct cycle counts, investigate discrepancies, and implement corrective actions to maintain high inventory accuracy.
- Develop and maintain inventory tracking spreadsheets, including quarterly accuracy reporting.
- Oversee dedicated storage areas for large customer accounts and optimize warehouse layout for efficient space utilization.
- Administer Kanban inventory program to balance stock levels and improve material flow.
- Receive and process all inbound materials, record inventory adjustments, and manage delayed purchase orders.
- Prepare and schedule domestic and international shipments, including picking, packing, and documentation.
- Collaborate with Director of Safety and Quality to manage SDS documentation and material review processes.
- Support production through kitting, special projects, and work order scheduling.

BFC Print — *Shipping & Receiving / Production & Special Projects / Material Handler*

2019 – 2022

- Managed receiving operations, verified incoming inventory against documentation, and resolved discrepancies.
- Organized storage locations and implemented efficient stocking and identification systems.
- Led warehouse consolidation initiatives and supported facility-wide improvement projects.
- Operated production and packaging equipment including heat shrink wrappers and paper cutters.
- Picked, packed, and shipped orders accurately, generating shipping labels in accordance with order requirements.

EDUCATION

High School Diploma

CERTIFICATIONS

Forklift Certification

ADDITIONAL ACHIEVEMENTS

First- and Second-Degree Black Belt — Demonstrates discipline, focus, and commitment to continuous improvement.