Receiving Warehouse Supervisor

Felicia Thompson

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Atlanta, GA

Professional summary

Detail-oriented Receiving Warehouse Supervisor with 10 years of experience overseeing inbound shipments, verifying inventory, and managing receiving teams. Expertise in vendor relations, shipment accuracy, and workflow optimization in high-volume warehouse environments.

Experience

Receiving Warehouse Supervisor

May 2016 - Now

Home Depot Distribution Center / Phoenix, AZ

- Lead a team of 12 employees responsible for receiving and verifying 1,500+ shipments weekly.
- Reduce discrepancies in received shipments by 15% through enhanced verification protocols.
- Collaborate with vendors to resolve issues with damaged or incorrect deliveries.
- Streamline receiving processes, reducing the average time to process shipments by 20%.

Receiving Clerk

January 2014 - April 2016

Best Buy Distribution Center / Goodyear, AZ

- Logged and processed incoming deliveries, ensuring accurate inventory updates.
- Worked with suppliers to address issues with damaged goods and incorrect shipments.
- Utilized warehouse management software to track and record incoming inventory.

Training and Development

- Trained 10+ new receiving clerks on standard operating procedures and safety protocols.
- Developed a new onboarding program for incoming staff, reducing the training period by 15%.
- Introduced new employees to inventory tracking systems and receiving standards, resulting in faster team integration and increased accuracy.

Education

High School Diploma

North High School

Phoenix, AZ

Graduated: June 2013

Skills

- Receiving Operations
- Vendor Relations
- Quality Assurance
- Team Leadership
- Inventory Software