

# CLIENT'S NAME

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## BUSINESS ADMINISTRATION

### QUALIFICATIONS PROFILE

Results-driven and forward-thinking professional with broad-range experience in shipping and logistics operations; encompassing HR support, process optimization, and team supervision and development. Skilled at determining potential roadblocks, developing cost-effective solutions, and implementing innovative processes and procedures to improve operational efficiency. Noted for strong commitment to promptly address client needs and concerns and provide first-rate customer support to boost efficiency and maximize sales potential. Skilled at collaborating with and motivating subordinates and colleagues to achieve and surpass common goals. Dependable individual, capable of performing prioritized responsibilities and working within fast-paced and deadline-driven environments.

### EDUCATION

#### Bachelor of Business Administration

UNIVERSITY NAME | CITY, STATE

**Relevant Coursework:** *Computer Applications, Intro System Administration, Principle of Accounting I and II, Leadership, Principle of Management, Managerial Finance, Operation Management, Principle of Marketing, Consumer Behavior, Management Accounting, Business Ethics, Small Business Management, Services Management & Marketing, Business Strategy, Human Resource Management, Supply Chain Management, and Organizational Behavior*

### PROFESSIONAL EXPERIENCE

COMPANY XYZ | TORRANCE, CA 12345

#### Shipping Supervisor

07/2012–Present

#### Shipping Operations Management

- Oversee the loading and unloading of trailers and shipping containers to streamline the preparation of outbound and inbound products, while ensuring each shipment was correctly tagged and labeled with accurate shipping information
- Perform weekly inventory checks to keep stock levels consistent
- Generate and print precise documentation for the shipment of products
- Conduct detailed product investigations to detect any damage and reduce errors, while maintaining clean and organized workspaces to foster efficiency

#### Strategic Planning and Implementation

- Assume responsibility for implementing lean principles and other process improvement methodologies to enhance efficiency
- Contribute to the development of long-term strategies for shipping and logistics operations

#### HR and Administrative Support

- Assist in training and developing both new hires and existing team members to foster a culture of continuous improvement and excellence
- Coordinate personnel assignments to ensure coverage for absenteeism and emergencies
- Manage weekly payroll for the Shipping Department
- Oversee trailer dispatch on schedule to ensure smooth and efficient operations
- Provided exceptional support to fellow supervisors toward the improvement of the overall operational effectiveness

#### Team Supervision and Development

- Direct and train a team of 40 shipping personnel to guarantee adherence to established rules and regulations

#### Cross-functional Collaboration | Interpersonal Skills

- Collaborate with the Production, Warehousing, and Logistics teams to optimize operational workflows
- Built long-term relationships with team members by inspiring them to achieve desired objectives

### EARLIER CAREER

COMPANY XYZ | TORRANCE, CA 12345

#### Operations Manager

### TECHNICAL SKILLS

Kronos | Workforce | SAP | PC Data Software  
Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook) | Google Workspace