

Tavares Ortiz

tavareso4@gmail.com

(123) 456-7890

Seattle, WA

linkedin.com/in/tavares-ortiz

WORK EXPERIENCE

REEF - Warehouse Manager

2015 - current

Seattle, WA

- Examined 100% of shipment contents and compared with records, such as manifests, invoices, or orders, to verify accuracy, submitting correction requests as errors were found
- Communicated with partners, vendors, and buyers to verify all shipments and reduce supply delays by 30%
- Handled end-of-shift responsibilities, closing and locking entrances to ensure that \$3,000,000+ of merchandise was safely stowed
- Managed employee performance by establishing clear goals and expectations, tracking progress, and providing constructive feedback, reducing employee turnover by 18%
- Developed department structure, operating standards, and practices in accordance with customer needs, improving satisfaction rates by 36%

Regalis Foods - Warehouse Manager

2012 - 2015

Seattle, WA

- Executed regular audits on 30,000+ inventory items to recommend items for restocking and prevent extra purchases
- Monitored forklifts and heavy machinery use to maintain a safe work space, decreasing work place injuries by 43%
- Hired and developed a operations team to execute 24/7 operation plans by driving talent development and success strategies
- Fostered a culture that promoted innovation, customer focus, and exceptional service while driving individual accountability and integrity, improving employee retention by 13%

Kate Spade - Warehouse Associate

2009 - 2012

Seattle, WA

- Retained catalogues of inventory movement to inform sales projections and purchase orders, improving effective utilization of storage space by 55%
- Double-checked packaging and labeling for mistakes in processing, decreasing packaging errors by 86%
- Arranged merchandise for delivery, assembly, or distribution to expedite flow of materials and meet production schedules while maintaining a smooth and unencumbered work flow
- Collaborated with 10+ departments to ensure smooth operations and cultivate a supportive team mindset

EDUCATION

The Center High School - High school diploma

2005 - 2009

Seattle, WA

SKILLS

Collaborative; Bilingual (Spanish); Personable; Detail Oriented; Organization; Accuracy