Jordan Ellis

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# OBJECTIVE

Detail-oriented Warehousing-Logistics Specialist with a robust background in inventory management, supply chain processes, and warehouse operations. Aiming to leverage a comprehensive background in logistics to enhance operational efficiency and contribute positively to a dynamic team within a growth-oriented company.

# EXPERIENCE

## Warehouse Supervisor

### XYZ Logistics | Seattle, WA Feb 20XX – Jan 20XX

Managed a team of 20+ employees, overseeing daily operations and ensuring efficiency.

Implemented new inventory management system, improving operational accuracy by 30%.

Conducted regular team meetings about ongoing projects and to streamline communication.

## Logistics Coordinator

### ABC Freight | Seattle, WA Jul 20XX – Jun 20XX

Coordinated shipping schedules, managed customer communications, and resolved discrepancies.

Improved customer satisfaction by 25% through effective communication and problem-solving skills.

# EDUCATION

## Bachelor of Science in Supply Chain Management

### University of Washington | Seattle, WA Jun 20XX

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

# Skills

* Inventory Management & Accuracy
* Supply Chain Coordination & Optimization
* Warehouse Operations & Team Leadership
* Logistics Scheduling & Problem-Solving
* Effective Communication & Collaboration

# Certifications

* Certified Logistics Professional (CLP)
* Forklift Operator Certification