**Leighton Evans**

San Diego, CA 92111

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 example@example.com

**Professional Summary**

Goal-oriented warehouse manager with 13 years of distribution industry experience focused on delivering practical strategies to drive productivity, personnel retainment and process efficiency. Excellent skills overseeing warehouse operations, data management and logistics to meet business needs. Well-coordinated and decisive leader with expertise in program management, team building and operational optimization.

**Work History**

**Warehouse Manager 11/2018 – Current**

Hellmann Worldwide Logistics – San Diego, CA

* Handle day-to-day shipping and receiving for more than 2,500 packages per week and keep documentation and records with 99% accuracy.
* Oversee and motivate a team of 60 employees in the warehouse and increase efficiency by 40%.
* Negotiate with 12 freight companies and receive annual contracts resulting in cost savings of 25%.

**Assistant Warehouse Manager 09/2013 – 10/2018**

Costco Logistics – San Diego, CA

* Evaluated supplies and product inventory to check for quality and quantity issues and returned inappropriate materials to vendors.
* Managed benefits for an office team of 55 employees and trained new staff on job duties, company policies and safety procedures for rapid onboarding.
* Designed a comprehensive $10,000 office budget and oversaw the upkeep of equipment and the physical condition of the warehouse.

**Warehouse Clerk 01/2009 – 08/2013**

BAE Systems – San Diego, CA

* Checked over 350 packages and merchandise for damage and notified vendors.
* Loaded approximately 100 boxes each hour into trucks.
* Answered around 50 calls daily, greeted visitors promptly and kept documentation and records accurate and up-to-date with the latest data to prevent errors in processing or delivery.

**Skills**

* Documentation and reporting
* Warehouse logistics
* Shipping and receiving
* MS Office
* NetSuite WMS
* Attention to detail
* Time management and multitasking
* Communication and teamwork

**Education**

**BBA: Business Management**

San Diego State University – San Diego, CA

**Certifications**

**Certified in Production and Inventory Management (CPIM) – 2018**