

# NICK LANE

Street Address ■ City, ST Zip Code ■ 444-444-4444 ■ xxxx@yahoo.com

## SUPPLY CHAIN ANALYST

**Highly effective and results-driven Logistics Specialist with experience developing and improving production and distribution processes to increase efficiency and decrease operating costs.** Broad knowledge of lean manufacturing principles with demonstrated abilities in warehouse management, staff supervision, inventory control, and workflow planning.

Respected leader with proven talents in hiring/recruiting, staff training, and problem solving. Continuously search for ways to streamline shipping/receiving procedures and enhance warehouse operations. Top performer and valuable contributor to management teams.

- Continuous Improvement
- Project Management
- Leadership & Team Building
- Fleet Management
- Overhead Reduction
- Customer Service
- Employee Relations
- RF Devices
- Microsoft Office Suite

## PROFESSIONAL EXPERIENCE

Company Name ■ City, ST

2011 to Present

### Materials Supervisor

Hired to lead materials department and serve as second shift manager, overseeing receiving and storage to maintain proper inventory levels and seamless production. Report directly to Production Manager and supervise team of 30 including Receiving Clerk, Dock Coordinator, Materials Analyst, Receiving Team Lead, and Material Handlers. Work closely with Production Supervisors to expedite product flow, function as liaison with Buyers from Company Name to guarantee sufficient parts on hand to support production, and partner with UPS to schedule and streamline delivery process.

- Initiated use of RF scanning guns to improve inventory accuracy and expedite processing; decreased time needed to handle/store parts shipments from 6-7 days to 4 days.
- Drastically reduced need for expediting product (80%) by collaborating with Supply Chain Analyst to ensure appropriate inventory levels using Company Name's inventory control program.
- Cut downtime due to part shortages by 75%, increasing productivity and improving customer relations.
- Trained and mentored Receiving Team Lead and 3 other salaried positions, properly delegating responsibilities to enable focus on strategic goals while maintaining high levels of productivity.
- Revised layout of storage locations in concert with engineering department, enhancing line support and maximizing space usage.

Company Name ■ City, ST

2009 to 2011

### Executive Team Lead (ETL) - Logistics

Challenged to improve overflow stock storage and overall inventory management for location generating more than \$70M in annual sales. Managed staff of 80-100 including Backroom Team Lead, Flow Team Lead, Presentation Team Lead, and team members. Coordinated receiving process, stocked store shelves, and regulated overflow storage. Directed special team charged with creating new areas for seasonal merchandise.

- Selected to serve as Group Trainer and instructed fellow ETLs throughout the metro NY area.
- Maintained district's highest "Location Accuracy" score.
- Delivered key contributions that enabled location to generate 5.5% increase in sales volume; received recognition as highest rated store in area, highest rated large volume store, and "Golden Contribution" award for producing above average sales growth and staying under budget for payroll.

- Collaborated with Store Manager and HR Manager to establish training program and action plan including setting goals and timelines for hiring and development of 30+ temporary workers to ensure payroll stayed under budget.

Company Name ■ City, ST

2006 to 2009

**Branch Manager**

Promoted to supervisory role based on prior success in other positions and proven abilities in leadership and customer service. Reported directly to Area Manager and directed staff of 6 including Assistant Manager and Manager Trainee. Oversaw day-to-day branch functions, marketing, and sales. Controlled fleet of more than 100 cars and coordinated scheduled maintenance and repairs.

- Received recognition as Company Name’s top customer service employee for 3 consecutive months.
- Key player in Company Name obtaining “Achieving Excellence” award in 2007 for maintaining above average growth, profitability, and customer service scores.
- Implemented strategic marketing plan to capture corporate customers from Company Name, generating 13% increase in referral business.

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**EDUCATION**

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Bachelor of Arts in Political Science ■ College Name, City, ST  
*Minor in English*

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