

Brandon Edwards

Blank

Operations coordinator with three years supporting warehouse and logistics teams across the Southeast. Comfortable owning shipping schedules, vendor communication, and small process fixes that free up the rest of the team. Known for keeping paperwork clean and asking questions early.

CONTACT INFORMATION



(919) 555-0142



marcus.whitfield@example.com



Raleigh, NC 12345

EDUCATION

A.A.S. in Business
Administration, Wake Technical
Community College, 2021

KEY SKILLS

- Excel (pivot tables, VLOOKUP)
- NetSuite
- Shipping and receiving
- Inventory counts
- Vendor communication
- handheld inventory scanners
- Basic KPI reporting
- Written follow-up

PROFESSIONAL EXPERIENCE

Operations Coordinator | Ridgemont Supply Co., Raleigh, NC |
2022 – Present

- Coordinate daily outbound shipments across 3 regional carriers, moving roughly 180 orders a day through the dock without a missed cutoff in the last 6 months.
- Rebuilt the returns intake sheet in Excel so items get routed to the right bin on arrival; cut mislabeled returns by about a third.
- Run the Monday morning stand-up when the ops manager is on the road, covering staffing, damaged inventory, and any late POs.
- Handle vendor follow-up on short shipments and credits; keep a running log so nothing sits open more than a week.

Warehouse Associate | Ridgemont Supply Co., Raleigh, NC |
2021 – 2022

- Picked and packed roughly 220 units per shift, consistently in the top third of the pick-rate board.
- Trained 4 seasonal hires on the handheld inventory scanner and put-away zones during Q4 volume.
- Flagged a recurring labeling error on one product line that was causing customer complaints; got it fixed with the vendor within two weeks.