



Adriana Sinclair

Warehouse Lead

Detail-focused warehouse professional with 2 years of experience in inventory control, shipping verification, and crew coordination using SAP and barcode scanning systems. Reduced stock discrepancies by 137 units per quarter through nightly cycle counts and lowered shipping errors from 43 per month to 19 per month by adding a dual-scan verification step.

CONTACT INFORMATION



(406) 555-0118



adriana.sinclair@example.com



Lewistown, MT 12345

KEY SKILLS

- Barcode scanning systems
- SAP
- Microsoft Excel
- Forklift operation
- FIFO inventory rotation
- Cycle counting
- OSHA compliance
- PPE inspection
- SKU management
- Shipping verification

PROFESSIONAL EXPERIENCE

WAREHOUSE LEAD | FLATHEAD BASIN FULFILLMENT, LEWISTOWN, MT 2025 – PRESENT

- Reduced stock discrepancies by 137 units per quarter by implementing nightly cycle counts with a barcode scanning system and reconciling variances in SAP.
- Lowered shipping errors from 43 per month to 19 per month by creating a dual-scan verification step at the packing station.
- Maintained a 412-day safety compliance streak by conducting daily PPE inspections and briefing workers on OSHA requirements before each shift.
- Collaborate with the operations manager and 3 shift workers to resolve staging conflicts, cutting average dock hold time from 52 minutes to 31 minutes.

WAREHOUSE ASSOCIATE | STILLWATER RIDGE SUPPLY, BILLINGS, MT 2024 – 2025

- Eliminated 74 monthly shipping errors within 6 months by verifying SKU labels against pick tickets before sealing cartons.
- Assessed training needs for incoming seasonal staff and arranged forklift orientation sessions, completing onboarding for each group in 3 days.
- Relayed the shift supervisor's daily work orders to a crew of 8 associates and checked FIFO rotation across 4 cold-storage aisles.

EDUCATION

- AAS in Business Administration, Flathead Valley Community College, Kalispell, MT | 2022 – 2024