

Margaret Calloway

Warehouse Coordinator

Warehouse professional with 6 years of experience in distribution operations, inventory coordination, and safety improvement across facilities handling up to 1,840 SKUs. Saved $21,150 annually by restructuring pallet staging areas and cutting wasted travel time. Holds a Certified Logistics Technician credential and an AAS in Applied Business (Frontline Supervision), with hands-on proficiency in SAP, RF barcode scanning, and FIFO inventory rotation.

Contact Information

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Montrose, CO 12345

Education

AAS in Applied Business (Frontline Supervision)

Colorado Mesa University, Grand Junction, CO | 2018 – 2020

Key Skills

- RF barcode scanning
- Forklift operation
- Pallet jack operation
- Warehouse management software
- SAP
- Microsoft Excel
- FIFO inventory rotation
- OSHA safety compliance
- Shipment coordination
- PPE enforcement

Professional Experience

WAREHOUSE COORDINATOR | UNCOMPAHGRE VALLEY DISTRIBUTION CO., MONTROSE, CO
2023 – PRESENT

- Process 237 orders daily by coordinating pick, pack, and ship workflows across 3 loading docks using RF scanners and warehouse management software.
- Reduced workplace accidents from 9 incidents to 4 incidents per year by redesigning forklift traffic lanes and enforcing PPE requirements.
- Saved $21,150 annually by restructuring pallet staging areas and cutting wasted travel time by 14 minutes per shift.
- Coordinate cross-department shipments for 1,840 SKUs, verifying lot numbers and FIFO rotation before each outbound load.

WAREHOUSE ASSOCIATE | BLACK CANYON FREIGHT SERVICES LLC, DELTA, CO
2021 – 2023

- Picked and staged 174 orders per day using pallet jacks and hand trucks across a 42,000-square-foot facility.
- Cut workplace near-miss reports from 11 to 5 per quarter by posting hazard maps and leading weekly safety briefings.
- Identified a redundant labeling step that saved $7,840 in annual supply and labor costs.
- Received, unloaded, and sorted inbound freight averaging 28 pallets per shift while logging receipts in SAP.

WAREHOUSE HELPER | ELK RIDGE BUILDING MATERIALS INC., OLATHE, CO
2020 – 2021

- Loaded outbound trucks with 19 pallets per shift, scanning each carton with an RF barcode scanner before placement.
- Lowered workplace incident count from 6 to 3 over 8 months by organizing aisle clearances and reporting floor hazards promptly.
- Maintained daily logs in Microsoft Excel tracking inbound shipment weights and carrier arrival times.

Certifications

- Certified Logistics Technician, Manufacturing Skill Standards Council, 2022