


# Inetta Winterrowd

## Warehouse Administrator

Dedicated Warehouse Administrator with 1 year of experience in efficiently managing various warehouse operations, including inventory management, order processing, and shipping coordination. Proficient in utilizing warehouse management software and adhering to safety protocols. Demonstrated ability to optimize storage space and improve overall productivity. Adept at collaborating with cross-functional teams and delivering exceptional customer service.

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1234 Palm Drive, Miami, FL   
33125

### Education

**Associate of Applied Science  
in Logistics and Supply  
Chain Management at Miami  
Dade College, Miami, FL**

Sep 2018 - May 2022

Relevant Coursework:

Supply Chain Management,

Logistics Operations,

Transportation Systems,

Inventory Management,

Purchasing and Procurement,

Warehouse Management,

Global Logistics, and Business

Analytics.

### Links

[linkedin.com/in/inettawinterrowd](https://www.linkedin.com/in/inettawinterrowd)

### Skills

Inventory management



Forklift operation



Barcode scanning



Pallet stacking



Order processing



Warehouse Management  
System (WMS)



Radio Frequency Identification  
(RFID)



### Employment History

**Warehouse Administrator at Florida Coast Warehouse & Storage,  
FL**

May 2023 - Present

- Successfully managed the inventory of over 10,000 products at Florida Coast Warehouse & Storage, leading to a 98% accuracy rate in stock levels and a 25% reduction in discrepancies compared to the previous year.
- Streamlined the warehouse's order processing system, cutting down the average order fulfillment time by 45% and increasing overall customer satisfaction by 30%.
- Implemented a new employee training program focused on efficiency and safety, resulting in a 20% increase in productivity and a 50% decrease in workplace accidents within one year.

**Assistant Warehouse Administrator at Miami Warehouse  
Logistics, FL**

Sep 2022 - Apr 2023

- Successfully implemented a new inventory management system, resulting in a 25% reduction in stock discrepancies and a 15% increase in picking efficiency at Miami Warehouse Logistics, FL.
- Streamlined the warehouse's receiving and dispatch processes, reducing average unloading times by 30% and improving on-time shipment rates by 20%.
- Oversaw the training and development of a team of 10 warehouse employees, increasing overall productivity by 18% and reducing workplace accidents by 40% within the first year.
- Identified and implemented cost-saving measures that led to a 10% reduction in warehouse operating expenses, saving the company over \$50,000 annually.

### Certificates

**Certified Professional in Supply Management (CPSM)**

Apr 2022

**APICS Certified in Production and Inventory Management (CPIM)**

Oct 2020

### Memberships