SANJAY CLARKE

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SUMMARY OF QUALIFICATIONS

- Warehouse leader who runs safe, accurate and on-time shifts.
- Experience across 3 employers, most recently as Warehouse Supervisor at Northgate Distribution.
- Hands-on supervisor who coaches teams and keeps standards high.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

DePaul University — **Chicago, IL**

Level 3 Diploma in Warehousing and Storage — *2018*

PROFESSIONAL EXPERIENCE

Northgate Distribution — **Denver, CO**

Warehouse Supervisor — *Dec 2024 – Present*

- Reported daily KPIs to the site manager and acted on missed targets.
- Introduced a buddy system that cut new-starter turnover in the first month.
- Led the investigation into a mis-shipped pallet and fixed the root cause.
- Rebalanced pick faces before peak so fast movers were closest to dispatch.
- Ran a shift of 13 operatives across inbound, picking and dispatch.

Kingsway Fulfilment — **Denver, CO**

Team Leader — *Dec 2022 – Dec 2024*

- Coordinated with transport planners on daily trailer loading plans.
- Trained new starters on picking, packing and returns processes.
- Led daily safety briefings and investigated near misses with the H&S manager.
- Reduced damaged stock write-offs by 28% with new racking labels and handling checks.

Pennine Cold Chain — **Denver, CO**

Warehouse Operative — *Apr 2020 – Nov 2022*

- Hit 99.6% pick accuracy for 12 straight weeks by reorganising fast-moving lines.
- Handled agency worker timesheets and checked them against the clocking system.
- Planned labour for peak, including agency staff, without missing a carrier cut-off.

INITIATIVES

5S rollout in the returns area

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Peak readiness plan

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

TECHNICAL SKILLS

Warehouse systems & licences: Forklift licence, Oracle WMS
General: Microsoft Excel, Stock control, Health & safety, Lean
Languages: English (Fluent)

CERTIFICATIONS

- IOSH Managing Safely
- First Aid at Work

EXTRA-CURRICULAR ACTIVITIES

- Organiser of a monthly running club with around 30 members.
- Treasurer of a local sports club, keeping the accounts and membership list.

REFERENCE

Samuel Tanaka
HR Director, Kingsway Fulfilment

Contact: samuel@example.com