KEIRA MORALES

keira.morales23@example.com • linkedin.com/in/keira-morales • Lisbon, Portugal

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

University of Toronto — **Toronto**
Level 3 Diploma in Warehousing and Storage — *2017*

PROFESSIONAL EXPERIENCE

Northgate Distribution — **Lisbon**
Warehouse Supervisor — *Jul 2024 – Present*

- Ran weekly toolbox talks on manual handling and racking safety.
- Led daily safety briefings and investigated near misses with the H&S manager.
- Handled agency worker timesheets and checked them against the clocking system.
- Reduced damaged stock write-offs by 28% with new racking labels and handling checks.
- Rebalanced pick faces before peak so fast movers were closest to dispatch.

Harrow Parcel Hub — **Lisbon**
Team Leader — *Apr 2022 – Jul 2024*

- Hit 99.6% pick accuracy for 12 straight weeks by reorganising fast-moving lines.
- Trained new starters on picking, packing and returns processes.
- Ran a shift of 60 operatives across inbound, picking and dispatch.
- Coordinated with transport planners on daily trailer loading plans.

Kingsway Fulfilment — **Lisbon**
Warehouse Operative — *Feb 2020 – Feb 2022*

- Ran stock counts with zero variance write-offs at two quarterly audits.
- Introduced a buddy system that cut new-starter turnover in the first month.
- 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: PIT licence, Blue Yonder
General: Microsoft Excel, Stock control, Health & safety, Lean
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- IOSH Managing Safely
- First Aid at Work

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Organiser of a monthly running club with around 30 members.

REFERENCE

Joaquin Abbott
Senior Lecturer, Northgate Distribution

Contact: joaquin@example.com