MEI ORTIZ

mei.ortiz61@example.com • +1 512 555 0193 • linkedin.com/in/mei-ortiz • Austin, TX, United States

SUMMARY OF QUALIFICATIONS

- Warehouse leader who runs safe, accurate and on-time shifts.
- Experience across 3 employers, most recently as Warehouse Supervisor at Midland Retail DC.
- 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 Amsterdam — **Amsterdam**

Level 3 Diploma in Warehousing and Storage — *2020*

PROFESSIONAL EXPERIENCE

Midland Retail DC — **Austin, TX**

Warehouse Supervisor — *Oct 2024 – Present*

- Coordinated with transport planners on daily trailer loading plans.
- Ran weekly toolbox talks on manual handling and racking safety.
- Hit 99.6% pick accuracy for 12 straight weeks by reorganising fast-moving lines.
- Reported daily KPIs to the site manager and acted on missed targets.

Pennine Cold Chain — **Austin, TX**

Team Leader — *Apr 2023 – Sept 2024*

- Led the investigation into a mis-shipped pallet and fixed the root cause.
- Reduced damaged stock write-offs by 28% with new racking labels and handling checks.
- Ran stock counts with zero variance write-offs at two quarterly audits.
- Planned labour for peak, including agency staff, without missing a carrier cut-off.

Midland Retail DC — **Austin, TX**

Warehouse Operative — *Dec 2020 – Feb 2023*

- Introduced a buddy system that cut new-starter turnover in the first month.
- Led daily safety briefings and investigated near misses with the H&S manager.
- Ran a shift of 17 operatives across inbound, picking and dispatch.

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: Manhattan WMS
General: Microsoft Excel, Stock control, Health & safety, Lean
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- IOSH Managing Safely
- First Aid at Work

EXTRA-CURRICULAR ACTIVITIES

- Member of a community choir.
- Volunteer at a local food bank twice a month.

REFERENCE

Samuel Popescu
Senior Lecturer, Midland Retail DC
Contact: samuel@example.com