IDA KOWALSKI

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SUMMARY OF QUALIFICATIONS

- Warehouse leader who runs safe, accurate and on-time shifts.
- Experience across 4 employers, most recently as Warehouse Supervisor at Severn Freight.
- 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 Lisbon — **Lisbon**
Level 3 Diploma in Warehousing and Storage — *2018*

PROFESSIONAL EXPERIENCE

Severn Freight — **Leeds**
Warehouse Supervisor — *May 2025 – Present*

- Ran weekly toolbox talks on manual handling and racking safety.
- Reported daily KPIs to the site manager and acted on missed targets.
- Rebalanced pick faces before peak so fast movers were closest to dispatch.
- Handled agency worker timesheets and checked them against the clocking system.
- Trained new starters on picking, packing and returns processes.

Severn Freight — **Leeds**
Team Leader — *Jan 2024 – May 2025*

- 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.
- Coordinated with transport planners on daily trailer loading plans.
- Planned labour for peak, including agency staff, without missing a carrier cut-off.

Northgate Distribution — **Leeds**
Warehouse Operative — *Sept 2022 – Dec 2023*

- Led daily safety briefings and investigated near misses with the H&S manager.
- Hit 99.6% pick accuracy for 12 straight weeks by reorganising fast-moving lines.
- Reduced damaged stock write-offs by 28% with new racking labels and handling checks.

Harrow Parcel Hub — **Leeds**
Warehouse Operative — *May 2021 – Sept 2022*

- Ran stock counts with zero variance write-offs at two quarterly audits.
- Ran a shift of 12 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: Oracle WMS
General: Microsoft Excel, Stock control, Health & safety, Lean
Languages: English (Fluent)

CERTIFICATIONS

- IOSH Managing Safely
- First Aid at Work

EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Member of a community choir.

- Volunteer at a local food bank twice a month.

REFERENCE

Quinn Reyes
Engineering Manager, Eastport Logistics
Contact: quinn@example.com