

Delphine Aracott

Operations Coordinator

Tindley, TX | (555) 555-0187 | delphine.aracott@example.com | example.com/in/delphine-aracott

Sample résumé written for portfolio purposes; not client work. The person, employers and school are fictional.

SUMMARY

Operations coordinator with 9 years in warehouse and retail logistics. Builds simple, reliable processes: cleaner receiving, faster pick-and-pack, accurate inventory counts and weekly reports managers actually read. Calm under deadline pressure and comfortable training new staff.

SKILLS

- **Operations:** receiving and putaway, cycle counts, order fulfillment, vendor scheduling, returns processing, safety walk-throughs
- **Tools:** Microsoft Excel (XLOOKUP, PivotTables, Power Query), Google Sheets, warehouse management systems, barcode scanners, Microsoft Teams
- **People:** onboarding and training, shift scheduling, written SOPs, cross-team communication

EXPERIENCE

Operations Coordinator | Quernhollow Freight Co., Tindley, TX

March 2022 – Present

- Coordinate inbound and outbound schedules for a 60,000 sq ft cross-dock serving 35 regional retail accounts.
- Rebuilt the dock appointment sheet in Excel; average trailer wait time fell from 52 to 31 minutes within one quarter.
- Introduced weekly cycle counts by aisle, raising inventory accuracy from 94.1% to 98.6%.
- Wrote 14 step-by-step SOPs and a training checklist, cutting new-hire onboarding from 3 weeks to 2.
- Prepare a one-page Monday report on volume, on-time departures and damages for the site manager.

Inventory and Fulfillment Lead | Gannetry Home Goods, Tindley, TX

June 2019 – February 2022

- Led a team of 6 packing 400–700 online orders a day for a home goods retailer during peak season.
- Redesigned the pick path and bin labels, reducing mis-picks by 38% over six months.
- Managed returns intake and vendor credits; recovered \$46,000 in damaged-goods credits in 2021.
- Trained 20+ seasonal associates on scanning, packing standards and safe lifting.

Warehouse Associate | Gannetry Home Goods, Tindley, TX

August 2017 – May 2019

- Received, checked and put away freight; promoted to lead after 22 months.

EDUCATION

Associate of Applied Science, Supply Chain Management | Tindley Community College

Graduated May 2019

ADDITIONAL

Forklift operator and warehouse safety training (employer-run) | Bilingual: English and Spanish (professional working)