Ethan Sullivan

WAREHOUSE COORDINATOR

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Summary

Warehouse Coordinator with 1 year of inventory control, shipping and receiving paperwork at a 150,000 sq ft distribution center, after 2 years as a forklift operator. Keeps stock records accurate in SAP and Excel, schedules inbound appointments through Outlook, and catches errors before they reach a customer.

Skills

- Inventory Control
- Shipping and Receiving
- SAP
- Excel
- Outlook
- Microsoft Office
- Forklift
- RF Scanner
- Attention to Detail
- Organizational Skills

Experience

Warehouse Coordinator 09/2025 - Present

Truckee Meadows Distribution Reno, NV

Coordinate receiving, inventory and outbound paperwork for an outdoor gear distributor.

- Scheduled **25** inbound dock appointments a day through Outlook, cutting trailer wait times from 3 hours to 1.
- Posted receipts, transfers and adjustments in SAP for 8,000 SKUs, keeping inventory accuracy at 99.2%.
- Prepared bills of lading and packing lists for 40 outbound shipments a day, with zero billing errors since March.
- Tracked 150 open orders and backorders in an Excel log used at every morning operations meeting.

Forklift Operator 06/2023 - 08/2025

Sierra Building Supply Sparks, NV

Loaded and stocked building materials at a regional lumber and supply yard.

- Operated sit-down and reach forklifts, loading 30+ contractor orders a day with no damage claims in 2 years.
- Stowed 15 inbound truckloads a week in the correct bins and updated each location with an RF scanner.
- Ran weekly cycle counts in 6 aisles and reported variances to the inventory lead on the same day.
- Organized the yard and staging lanes, passing all 8 quarterly safety audits without a single finding.

Education

High School Diploma 06/2023

Reed High School Sparks, NV

Certificates

Forklift Operator Certification

Sierra Building Supply

07/2023

OSHA 10-Hour General Industry

Truckee Meadows Community College

01/2025