

LEAH OKAFOR

WAREHOUSE COORDINATOR

CONTACT

Charlotte, NC

EDUCATION

HIGH SCHOOL DIPLOMA

West Charlotte High
School

SUMMARY

Warehouse coordinator with experience across receiving, dispatch, stock records, and order preparation. Coordinates paperwork for a warehouse team of nine people and works with the supervisor on stock counts and discrepancies. Earlier roles included shipping labels, carrier queries, picking, and packing. Checks product codes as well as names, keeps unresolved orders visible, and leaves practical notes for the next shift.

SKILLS

Inventory coordination
Stock counts
Product code checks
Carrier coordination

Receiving
Discrepancy review
Quantity checks
Basic spreadsheets

Dispatch paperwork
Stock record updates
Shipping & receiving
Supervisor follow-up

PROFESSIONAL EXPERIENCE

WAREHOUSE COORDINATOR

6/2021 - Present

Eastgate Supply - Charlotte, NC

Coordinate receiving and dispatch paperwork for a warehouse team of nine people. Work with the supervisor on regular stock counts, investigate record differences, and keep the next shift informed about outstanding orders.

- Compare incoming product codes and quantities with delivery paperwork, and record missing items with the code and quantity for the supervisor to follow up.
- Prepare dispatch documents and confirm which orders are ready for carrier pickup, keeping track of orders that are still waiting for stock or collection.
- Organize regular stock counts with the supervisor and investigate differences before stock records are changed, including checks of item codes and pack sizes.
- Help replace unclear bin labels with clearer codes and pack sizes, then count those locations again with the team before the system is updated.

SHIPPING AND RECEIVING CLERK
Riverbend Packaging - Charlotte, NC

3/2018 - 5/2021

Handled delivery records, shipping labels, and routine carrier queries. Maintained follow-up information when orders were ready but had not been collected.

- Printed shipping labels and checked addresses against approved orders before the labels were used for dispatch.
- Logged incoming deliveries and reported damaged cartons to the supervisor, keeping delivery information available for the warehouse team.
- Listed uncollected orders in the handover book with the relevant carrier and the follow-up needed after a missed pickup.

WAREHOUSE ASSOCIATE
Pine Street Home Goods - Charlotte, NC

8/2015 - 2/2018

Picked and packed customer orders and helped replenish warehouse locations. Checked item details against printed lists and raised stock differences with the supervisor.

- Picked customer orders from printed lists, checking the item code as well as the product name before packing the order.
- Asked the supervisor to check quantities when a location did not match the pick list, rather than moving on with an unresolved stock difference.
- Packed items for dispatch, reported damaged stock, and replenished assigned locations as part of the warehouse's daily order work.
- Kept work areas clear and removed empty cartons and loose packaging from walkways while carrying out picking and replenishment tasks.

CAREER HIGHLIGHTS

- **Clearer bin labels:** Helped correct confusion between products with similar names and different pack sizes. Checked item codes with the supervisor, replaced unclear labels, and recounted the affected locations before the stock records were updated.
- **Carrier handovers:** Introduced a handover list when missed collections left the next shift unsure which cartons were waiting. Recording the order, carrier, and follow-up meant colleagues could see what to check without opening every order record.

ADDITIONAL CREDENTIALS

INTRODUCTION TO EXCEL, CONTINUING EDUCATION COURSE
Central Piedmont Community College
2022