

Summary

- Six years, experience as Supervisor/Manager.
- Project Management in manufacturing, inventory, and retail.
- Experienced professional in warehousing, inventory, and manufacturing.
- Looking to use my leadership, organizational skills, work ethic and problem-solving skills to build and manage an efficient team.

Management Skills

- Ensure compliance of company safety, health, and regulatory procedures are followed.
- Manage activities including inventory control, ordering fulfillment, shipping, receiving, and packaging,
- Used KPI, metrics, and various reports to promote continuous improvements.
- Overseen warehouse maintenance, trucks, and material handling equipment.
- Set up cycle counting program along with quarterly and yearly inventory.
- Develop and implement, efficient and accurate processes and SOP.
- Coordination of logistics, with suppliers, purchasing, sales and transport companies.
- Have overseen meetings along with involved in meetings. This has included other management, customers, perspective customers, vendors, and other employees.
- Scheduling and placement of staff. To meet allotted hours and to complete daily and weekly work.
- Interviewed, hired, and trained employees. Yearly reviews and any disciplinary action.
- Various WMS and ERP systems. SAP, Clarify, Macola, MS Office, UPS, FedEx, and DHL.

Achievements

- Implemented bar code system for inventory, order picking, receiving, and shipping of 10 million dollars of product.
- Reduced shipping and receiving time by 35% by modifying an existing database using bar codes and setting up a more proficient database.
- Reconciled quarterly and yearly inventory using Clarify, MS Office, FedEx Software, and WMS databases to find \$175,000 dollars of missing laptops and accessories for 1 year.
- Was project manager of a team that improved production and work quality of custom woodworking. We accomplished this by changing shop layout, setting up standard procedures, and training.