



# Tom Green

Warehouse Supervisor

## Profile

*Skilled Warehouse Supervisor with over 11 years devoted to working in a warehouse environment, worked in a meat refinery warehouse, medical supplies, and most recently, electrical equipment. Qualified in using heavy machineries like the forklift, educated in computer applications such as NetSuite, Oracle, and Zoho Inventory. Well-organized, diligent approach to work. Is a good team player.*

## Employment History

### Warehouse Supervisor at McPearson Supply Chain Management, Seattle

January 2020 — Present

*Directed 5S project that decreased wasted searching time by 30%.*

- Planning, organizing, supervising, and participating in the daily warehouse operations such as receiving, documenting, storing, safety and distributing equipment and supplies with maintaining inventory.
- Training, supervising, and evaluating the performance of allocated employees; assigning workloads to warehouse workers.
- Receiving, unpacking, packing, loading, issuing, storing, and delivering textbooks, materials, supplies, or equipment; completing packing slips for shipments as allocated.
- Routing, scheduling, packing, and preparing orders for shipping; loading vehicles; scheduling and overseeing deliveries and pick-ups.
- Supervise the processing of applications and requests to invoice for warehouse code reimbursements; complete applications for required materials to guarantee acceptable stock levels.
- Preparing and maintaining numerous records and logs and preparing reports as necessary; maintaining all warehouse items' inventory and filing documents as needed.

### Warehouse Supervisor at Pentax Distribution Facilities, Ostrov

January 2018 — December 2019

*Working with materials handlers directly and suppliers to put essential parts on Kanban system. Training 12 employees in Lean stock management led to annual savings of \$30,000 in searching and wasted storage costs.*

- *Preparing and maintaining numerous records and logs and preparing reports as necessary; maintaining all warehouse items' inventory and filing documents as needed.*

## Details

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442  
[email@email.com](mailto:email@email.com)

Place of birth  
San Antonio

Driving license  
Full

## Skills

Stock management

Finance

People management

Lean inventory management

Training

Scheduling

Safety

Picking/ packing

Inventory reduction

Wastage Improvement

5S

Kitting

Barcode scanners

Supervision

Warehouse management software (WMS)

- *Supervising the inventory printouts assembly and catalogs as needed.*
- *It monitors automated warehousing systems, operating a computer to record data, correct errors, and controls key screens as necessary.*
- *Operating and demonstrating the utilization of specific warehouse equipment as required.*
- *Guarantee adequate and scheduled maintenance and servicing of warehouse equipment and vehicles.*

### **Junior Warehouse Supervisor at Amex, Kabinda**

January 2015 — November 2017

*Led a project, switching to updated barcode scanner units, saving 12 hours weekly of warehouse worker time.*

- Obeying health and safety guidelines, maintaining a clean, safe and tidy warehouse.
- Assisting Management in determining warehouse standards and protocols
- Advising of budget-related issues.
- Assisting in the bidding process for diverse supplies as needed.
- Performing other responsibilities as allocated.
- Maintaining consistent attendance.

## **Education**

### **Bachelor of Science in Business Management., New York University, New Castle**

January 2018 — December 2020

Courses included: operations management and human resource management.

- Graduated summa cum laude.

### **Associates Degree In Business Administration, Jefferson Community and Technical College, Louisville**

January 2015 — December 2016

- Course Topics: Business operations, inventory management, shipping and receiving processes, employee training and development, safety regulations, leadership, interpersonal communication, supplier and customer relations.

## **Courses**

### **Certified Forklift Operator, Heavy Equipment Training Center, Miami, FL**

December 2020 — December 2020

### **CSCP - Certified Supply Chain Professional, APICS, Chicago, IL**

January 2018 — June 2018

Collaborating with shippers and materials handlers

Kanban

Math

Leadership

Detail-oriented

Organization

Spatial relations

Problem-solving

Stamina

Written and oral communication

Work ethic

Time management

Efficiency

Delegation

Interpersonal skills

## **Languages**

English

German

## **Hobbies**

Crossfit, Spartan, Triathlon

