

# TOM GREEN

## Warehouse Supervisor

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442

email@email.com

Place of birth ..... *San Antonio* Driving license ..... *Full*

### 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, McPearson Supply Chain Management** ..... Jan 2020 — Present  
Seattle

*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, Pentax Distribution Facilities** ..... Jan 2018 — Dec 2019  
Ostrov

*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.*
- *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, Amex** ..... Jan 2015 — Nov 2017  
Kabinda

*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

❖ **New York University** ..... Jan 2018 — Dec 2020  
*Bachelor of Science in Business Management.* New Castle

Courses included: operations management and human resource management.

- Graduated summa cum laude.

❖ **Jefferson Community and Technical College** ..... Jan 2015 — Dec 2016  
*Associates Degree In Business Administration* Louisville

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

## SKILLS

Stock management	<i>Expert</i>	Collaborating with shippers and materials handlers	<i>Expert</i>
Finance	<i>Expert</i>	Kanban	<i>Expert</i>
People management	<i>Expert</i>	Math	<i>Expert</i>
Lean inventory management	<i>Expert</i>	Leadership	<i>Expert</i>
Training	<i>Expert</i>	Detail-oriented	<i>Expert</i>
Scheduling	<i>Expert</i>	Organization	<i>Expert</i>
Safety	<i>Expert</i>	Spatial relations	<i>Expert</i>
Picking/ packing	<i>Expert</i>	Problem-solving	<i>Expert</i>
Inventory reduction	<i>Expert</i>	Stamina	<i>Expert</i>
Wastage Improvement	<i>Expert</i>	Written and oral communication	<i>Expert</i>
5S	<i>Expert</i>	Work ethic	<i>Expert</i>
Kitting	<i>Expert</i>	Time management	<i>Expert</i>
Barcode scanners	<i>Expert</i>	Efficiency	<i>Expert</i>
Supervision	<i>Expert</i>	Delegation	<i>Expert</i>
Warehouse management software (WMS)	<i>Expert</i>	Interpersonal skills	<i>Expert</i>

## COURSES

❖ **Certified Forklift Operator** ..... Dec 2020 — Dec 2020  
*Heavy Equipment Training Center, Miami, FL*

❖ **CSCP - Certified Supply Chain Professional** ..... Jan 2018 — Jun 2018  
*APICS, Chicago, IL*

## LANGUAGES

English ..... *Native speaker*      German ..... *Native speaker*

## HOBBIES

*Crossfit, Spartan, Triathlon*

