

# Tom Green



## Warehouse Supervisor

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<b>Email</b>	email@email.com	<b>Place of birth</b>	San Antonio
<b>Driving license</b>	Full		

## 01 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.*

## 02 EMPLOYMENT HISTORY

01/2020 — Present

### Warehouse Supervisor at McPearson Supply Chain Management

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.

01/2018 — 12/2019

### Warehouse Supervisor at Pentax Distribution Facilities

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.*

01/2015 — 11/2017

### **Junior Warehouse Supervisor at Amex**

*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.

## **03 EDUCATION**

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Jan 2018 — Dec 2020

### **New York University**

*New Castle*

Bachelor of Science in Business Management.

Courses included: operations management and human resource management.

- Graduated summa cum laude.

Jan 2015 — Dec 2016

### **Jefferson Community and Technical College**

*Louisville*

Associates Degree In Business Administration

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

## 04 SKILLS

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

## 05 COURSES

Dec 2020 — Dec 2020

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

Jan 2018 — Jun 2018

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

## 06 LANGUAGES

English	● ● ● ● ●	German	● ● ● ● ●
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## 07 HOBBIES

Crossfit, Spartan, Triathlon