



Tom Green

WAREHOUSE SUPERVISOR

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Details

Driving license
Full

Place of birth
San Antonio

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, 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, 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.*
- *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, 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.

Skills

Stock management



People management



Training



Safety



Inventory reduction



5S



Barcode scanners



Warehouse management software (WMS)



Finance



Lean inventory management



Scheduling



Picking/ packing



Wastage Improvement



Kitting



Supervision



Kanban



Leadership



Organization



Problem-solving



Written and oral communication



Time management



Delegation



Collaborating with shippers and materials handlers



Math



Detail-oriented



Spatial relations



Stamina



Work ethic



Efficiency



Interpersonal skills



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

Languages

English



German



Hobbies

Crossfit, Spartan, Triathlon