



# Tom Green, Warehouse Supervisor

LOS ANGELES, CA 90291, UNITED STATES --  
email@email.com

## DETAILS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States  
3868683442

## 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)

Collaborating with  
shippers and materials  
handlers

## 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, Bachelor of Science in Business Management.

Jan 2018 — Dec 2020, New Castle

Courses included: operations management and human resource management.

- Graduated summa cum laude.

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

Jan 2015 — Dec 2016, Louisville

- 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

Dec 2020 — Dec 2020

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

Jan 2018 — Jun 2018

Kanban

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Math

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Leadership

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Detail-oriented

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Organization

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Spatial relations

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Problem-solving

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Stamina

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Written and oral communication

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Work ethic

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Time management

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Efficiency

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Delegation

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Interpersonal skills

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## LANGUAGES

English

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German

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## HOBBIES

Crossfit, Spartan, Triathlon