

TOM GREEN

Warehouse Supervisor

DETAILS

ADDRESS

1515 Pacific Ave
Los Angeles, CA 90291
United States

PHONE

3868683442

EMAIL

email@email.com

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

SKILLS

Stock management

Finance

People management

Lean inventory management

Training

Scheduling

Safety

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

Jan 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.

Picking/ packing

Inventory reduction

Wastage Improvement

5S

Kitting

Barcode scanners

Supervision

Warehouse management software (WMS)

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

Warehouse Supervisor, Pentax Distribution Facilities

Ostrov

Jan 2018 — Dec 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

Jan 2015 — Nov 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

Jan 2018 — Dec 2020

Courses included: operations management and human resource management.

- *Graduated summa cum laude.*

Delegation

Interpersonal skills

LANGUAGES

English

German

HOBBIES

Crossfit, Spartan, Triathlon

Associates Degree In Business Administration, Jefferson Community and Technical College

Louisville

Jan 2015 — Dec 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

Dec 2020 — Dec 2020

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

Jan 2018 — Jun 2018