

Tom Green

Warehouse Supervisor



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DRIVING LICENSE Full

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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

Jan 2020 — Present

SEATTLE

Warehouse Supervisor

McPearson Supply Chain Management

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.

Jan 2018 — Dec 2019

OSTROV

Warehouse Supervisor

Pentax Distribution Facilities

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.

Jan 2015 — Nov 2017

KABINDA

Junior Warehouse Supervisor

Amex

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

Jan 2018 — Dec 2020

NEW CASTLE

New York University

Bachelor of Science in Business Management.

Courses included: operations management and human resource management.

- Graduated summa cum laude.

Jan 2015 — Dec 2016

LOUISVILLE

Jefferson Community and Technical College

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.

Skills

Stock management	●●●●●	Collaborating with shippers and materials handlers	●●●●●
Finance	●●●●●	Kanban	●●●●●
People management	●●●●●	Math	●●●●●
Lean inventory management	●●●●●	Leadership	●●●●●
Training	●●●●●	Detail-oriented	●●●●●
Scheduling	●●●●●	Organization	●●●●●
Safety	●●●●●	Spatial relations	●●●●●
Picking/ packing	●●●●●	Problem-solving	●●●●●
Inventory reduction	●●●●●	Stamina	●●●●●
Wastage Improvement	●●●●●	Written and oral communication	●●●●●
5S	●●●●●	Work ethic	●●●●●
Kitting	●●●●●		— — — — —

Barcode scanners



Supervision



Warehouse management
software (WMS)



Time management



Efficiency



Delegation



Interpersonal skills



Courses

Dec 2020 — Dec 2020

Certified Forklift Operator

Heavy Equipment Training Center, Miami, FL

Jan 2018 — Jun 2018

CSCP - Certified Supply Chain Professional

APICS, Chicago, IL

Languages

English



German



Hobbies

Crossfit, Spartan, Triathlon