

Tom Green, Warehouse Supervisor

1515 Pacific Ave, Los Angeles, CA 90291, United States, 3868683442, email@email.com

Place of birth	San Antonio	Driving license	Full
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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

Warehouse Supervisor, 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.

Jan 2018 — Dec 2019

Warehouse Supervisor, 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.*

Jan 2015 — Nov 2017

Junior Warehouse Supervisor, 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.
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EDUCATION

Jan 2018 — Dec 2020

Bachelor of Science in Business Management., New York University

New Castle

Courses included: operations management and human resource management.

- Graduated summa cum laude.

Jan 2015 — Dec 2016

Associates Degree In Business Administration, Jefferson Community and Technical College

Louisville

- Course Topics: Business operations, inventory management, shipping and receiving processes, employee training and development, safety regulations, leadership, interpersonal communication, supplier and customer relations.
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SKILLS	Stock management	Expert	Collaborating with shippers and materials handlers	Expert
	Finance	Expert		
	People management	Expert	Kanban	Expert
	Lean inventory management	Expert	Math	Expert
	Training	Expert	Leadership	Expert
	Scheduling	Expert	Detail-oriented	Expert
	Safety	Expert	Organization	Expert
	Picking/ packing	Expert	Spatial relations	Expert
	Inventory reduction	Expert	Problem-solving	Expert
	Wastage Improvement	Expert	Stamina	Expert
	5S	Expert	Written and oral communication	Expert
	Kitting	Expert	Work ethic	Expert
	Barcode scanners	Expert	Time management	Expert
	Supervision	Expert	Efficiency	Expert
	Warehouse management software (WMS)	Expert	Delegation	Expert
			Interpersonal skills	Expert

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	Native speaker	German	Native speaker
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HOBBIES	Crossfit, Spartan, Triathlon
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