

# 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

● ● ● ● ● ●

Picking/ packing

● ● ● ● ● ●

Inventory reduction

● ● ● ● ● ●

Wastage Improvement

● ● ● ● ● ●

5S

● ● ● ● ● ●

Kitting

● ● ● ● ● ●

Barcode scanners

● ● ● ● ● ●

## 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.

### 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.*

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



Delegation



Interpersonal skills



LANGUAGES

English



German



HOBBIES

Crossfit, Spartan, Triathlon

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.

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