

OPERATIONS MANAGEMENT / SUPERVISION

Summary

- Ten years experience in distribution / warehousing including inventory control, receiving & shipping.
- Effectively employed proactive management and problem solving techniques.
- Created and wrote job training manuals and standard operating procedures for a multi-warehouse operation.
- Measured, monitored and reported employee productivity.
- Supervised associate career development, cross training and performance management.
- Utilized a great variety of software titles including AS400, Retek Distribution Management, Microsoft Office, electronic mail, and internet.
- Developed, monitored and communicated safety standards for the facility.

Experience

Operations Supervisor

[Motor Coach Industries, Louisville, KY](#)

November 2007—July 2011

Ph. (847) 285-2334

- Effectively managed receiving, shipping and inventory control functions for a fast-paced 300,000 square foot warehouse.
- Employed proven methods for accurate put-away, inventory storage and control.
- Supervised associates in picking, packing and shipping of product in an on-time, every time environment.
- Made use of warehouse management systems to drop orders for customers.
- Observed daily operations for the purpose of triggering continuous improvements.

Sortation / Shipping Supervisor

[Circuit City Music Distribution, Louisville, KY](#)

June 2005—October 2007

(800) 996-7566 (use code # 70114)

- Implemented warehouse management system software to create orders for internal customers (our stores).
- Supervised associates who operated automated sortation equipment converting bulk shipments of product into smaller shipments of product going to our 600+ stores.
- Maintained productivity, time and quality statistics to be reported to managers.
- Assisted in work force reduction, retraining, and placement of associates with other companies.

Fulfillment Lead

[Ann Taylor Distribution, Louisville, KY](#)

August 2001—May 2005

Ph. (502) 995-8000

- Utilized warehouse management system to drop orders to feed the cross-dock shipping platform and automated sorters.
- Employed RF technology to ensure accurate inventory counts involving thousands of skus.
- Used Microsoft Office software titles as well as Lotus Notes, Retek Distribution Management software.
- Responsible for a crew of 6-15 associates and assigning daily functions.

Education

Doctor of Ministry

[Covington Theological Seminary](#), Rossville, GA, Pastoral Studies

Master of Ministry

[Covington Theological Seminary](#), Rossville, GA, Pastoral Studies

Bachelor of Science

[Berea College](#), Berea, KY, Psychology