

Mel Jerdon

Warehouse Lead- MED-PASS, Inc

Dayton, OH

mjerdon@msn.com - 937-723-7367

Logistics and Operations Expert - 20+ Years

Warehouse Operations; Project Management/Coordination; Customer Service. Expert-level skills in problem solving, building relationships and organization. Team player; detail oriented; respectful; loyal and dependable.

WORK EXPERIENCE

Warehouse Lead

MED-PASS, Inc - Miamisburg, OH - July 2010 to September 2013

Pull and ship approx. 2000 orders per month via UPS, FedEx, LTL.

- Order warehouse supplies.
- Load/unload delivery trucks stock new inventory.
- Receive and transfer stock returns.
- Customer service.
- Basic warehouse duties: sweep, clean, inventory counts.

Ad Setup Supervisor-Part-time

Kohl's - Miamisburg, OH - September 2011 to November 2012

Setup ad signs throughout store.

- Trained new employees on setup of ad signs.
- Merchandise display setup.
- Assisted with floor sales when needed.
- Assisted with incoming freight/inventory.

Warehouse Associate

Riffle & Associates - Sharonville, OH - April 2003 to December 2008

Managed incoming and outgoing freight orders.

- Schedule delivery appointments.
- Processed customer orders via UPS World Ship, FedEx, LTL.
- Responsible for inventory management.
- Directed/supervised customer service.

Warehouse Associate

Liz Claiborne, Inc - West Chester, OH - December 2002 to March 2003

Responsible for incoming and outgoing freight.

- Operated tape and label machines.

Sales Representative

West Chester Holdings - Monroe, OH - May 1995 to October 2002

Contacted prospective clients (cold calls) and created new accounts.

- Managed current client accounts.

Promoted to: Transportation Administrator

- Negotiated rates with variety of freight carriers.

- Calculated financial expenses for freight activities.

Promoted to: Warehouse Manager

- Developed and implemented warehouse shipping and receiving system.
- Maintained quality control.
- Supervised daily warehouse operations.
- Customer service.

7930 Washington Park Dr.

Dayton, OH 45459

937-723-7367 (H)

513-652-9671 (C)

Email: mjerdon@msn.com

Resume-

ADDITIONAL INFORMATION

COMPUTER SKILLS

- Windows Operating System
- Microsoft Word and Excel-2007
- RT Inventory
- NEMRA Inventory
- Hyper Access
- Internet/E-mail