Terry Flanagan
Warehouse Supervisor - Notions Marketing Corporation

Dorr, MI

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WORK EXPERIENCE

Warehouse Supervisor
Notions Marketing Corporation - May 2011 to Present

Oversee and direct all warehouse functions during the daily shift.
• Schedule employees and shift to keep a steady flow of work (daily and weekly).
• Maintain a clean and safe work area.
• Conduct daily inventory and cycle counts, maintaining inventory control.
• Conducted disciplinary actions when called for.
• Oversee movement of product from three separate buildings into one.
1. I am part of the safety team.
2. Was part of a planning committee in moving warehouses for the company.

Shipping and receiving Manager
West Michigan Tag - February 2007 to May 2011

Oversaw all daily shipping and receiving operations.
• Scheduled employees to keep steady workflow weekly.
• Maintained a clean and safe work area.
• Scheduled daily incoming and outgoing freight with trucking companies.
• Produced nafta paper work for shipments to Canada and Mexico.
• Conducted daily cycle counts to maintain inventory accuracy.
• Conducted disciplinary actions when called for.

Assistant Shipping Coordinator
Hekman Furniture Company - January 2000 to November 2006

Oversaw all daily shipping and receiving operations.
• Scheduled employees to keep steady workflow weekly.
• Maintained a clean and safe work area.
• Scheduled daily incoming and outgoing freight with trucking companies.
• Produced nafta paper work for shipments to Canada and Mexico.
• Conducted daily cycle counts to maintain inventory accuracy.
• Conducted disciplinary actions when called for.

Shipping and Receiving manager
F.J. Thomas Chemical - June 1988 to December 1999

Oversaw all daily shipping and receiving operations.
• Scheduled employees to keep steady workflow weekly.
• Maintained a clean and safe work area.
• Scheduled daily incoming and outgoing freight with trucking companies.
• Conducted daily cycle counts to maintain inventory accuracy.