

Michael Bettio

Munroe Falls, OH

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WORK EXPERIENCE

Inventory Control Specialist / Shipping Coordinator

Spectrum Diversified Designs - Streetsboro, OH - January 2015 to Present

Responsibilities

- Inventory control for a shipping warehouse
- Processed orders for warehouse associates to pick and have packed.
- Bills of Lading were made daily,
- Routed and rate shopped for customers shipping needs.
- Used inventory control programs daily.
- Managerial experience daily.

Skills Used

- Computer skills- Microsoft Word and Excel.
- Used warehouse program " Navision " for all inventory control.

Inventory Control Specialist

Wagner Logistics - Aurora, OH - October 2010 to March 2014

Responsibilities

Provided customer service for a variety of local and nationwide customers.

- In charge of scheduling dock appointments for inbound and outbound loads.
- Prepared inbound and outbound paperwork for warehouse associates.
- Used inventory management system Red Prairie to keep inventory up to date.
- FIFO procedures were used on a daily basis.
- In charge of processing all bill of ladings for inbound and outbound loads (using billing system "KIWI ").
- SAP software was also used on a daily basis.

Accomplishments

I was able to move up as an assistant manager and was in charge of closing shop daily.

Skills Used

Computer skills

People skills

Managerial skills

Proficiency skills

EDUCATION

Associates Degree in Business Management

National College - Stow, OH

2008 to 2010