

Randall C. Carlson

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WAREHOUSE MANAGER

HIGHLIGHTS OF QUALIFICATIONS

- 30+ years experience managing warehouse operations
- Recognize needed process improvements and initiate change
- Adept at completing tasks thoroughly and efficiently
- Competent in all areas of hiring, including selection of candidates, training, disciplining

CORE COMPETENCIES

Inventory Control

Training

Customer Service

Reliable

Self-Motivated

Warehouse Receiving

Evaluating

Fast Learner

Driven

Detail Oriented

Hiring

Purchasing

Adaptable

Multi-tasker

Organized

EMPLOYMENT HISTORY

Warehouse Lead

2014 – Present

PrimeNet Direct Marketing, Shakopee, MN

- Responsible for inventory control, purchasing, receiving and shipping
- Responsible for cutting, folding and inserting of production materials
- Manage the completion of jobs in the inventory system

Warehouse Manager

1982 – 2013

Scicom Data Services, Minnetonka, MN

- Managed entire warehouse operations
- Responsible for inventory control, purchasing, receiving
- Hired employees, completed performance reviews, salary administration
- Coordinated with sourcing, customer service and all production departments
- Responsible for service and maintenance of all forklift equipment
- Responsible for collection and shredding of all confidential material

EDUCATION

Professional Trainings Include:

- Forklift Operator "Train the Trainer"
- Forklift Operator Safety Training

High School Diploma

Roosevelt High School, Minneapolis, MN