

William Thomas Cassidy

3703 Washburn Ave. N.
Minneapolis, MN 55412
847/226-0328
wmtcassidy@gmail.com

WORK EXPERIENCE

Science Museum of Minnesota
St. Paul, MN

July 2014-present

FACILITY SET-UP AND AUDIO-VISUAL TECHNICIAN

- CONFIGURE AND SET-UP AREAS OF MUSEUM FOR EVENTS
- SUPERVISE OTHER TECHS DURING SET-UP
- SET-UP AND RUN AUDIO-VISUAL EQUIPMENT

Pictura Graphics
(temp job through AVA Temp Services)
Golden Valley, MN

Sept-Oct 2014

PROJECT EXPEDITOR

- OBSERVED IN-HOUSE PROCESSES AND SUGGESTED IMPROVEMENTS TO WORK FLOW

Creative Concepts in Apparel
(temporary contract work)
Minneapolis, MN

June-Sept 2014

RECEIVING AND SHIPPING MANAGER

- RESPONSIBLE FOR OVERSEEING ALL ASPECTS OF RECEIVING SUCH AS VERIFYING BILLS OF LADING, PURCHASE ORDERS, AND TROUBLESHOOTING ANY AND ALL DISCREPANCIES
- RESPONSIBLE FOR ALL OUTBOUND SHIPMENTS, INCLUDING VERIFYING BILLS OF LADING AND ALL OTHER SHIPPING DETAILS

Navarre Corporation
New Hope, MN

2006 – 2013

PRODUCT MOVEMENT SUPERVISOR

- MANAGED PRODUCT MOVEMENT DEPARTMENT-
 - TRACKED ALL PRODUCT MOVING THROUGH WAREHOUSE

- COLLECTED INVENTORY DATA IN ORDER TO ANALYZE AND IDENTIFY ERRORS
- PHYSICALLY RESEARCHED ERRORS, LOCATED PRODUCT AND DELEGATED COUNT TO DEPARTMENT EMPLOYEES
- RECONCILED INVENTORY DATA AND PHYSICAL COUNT UNTIL ALL DISCREPANCIES ARE RESOLVED
- ASSISTED INVENTORY CONTROL MANAGER WITH ALL CYCLE COUNTS
- SUPERVISED 7 FORK LIFT OPERATORS - IMPROVED PUT-AWAY PER CENTAGE FROM 78% TO 98.6%
- MANAGED RECEIVING DEPARTMENT—
 - SUPERVISED 15-20 EMPLOYEES, DEPENDING ON SEASON
 - RESPONSIBLE FOR OVERSEEING ALL ASPECTS OF RECEIVING SUCH AS VERIFYING BILLS OF LADING, PURCHASE ORDERS, AND TROUBLESHOOTING ANY AND ALL DISCREPANCIES
 - SCHEDULED ALL INBOUND APPOINTMENTS WITH CARRIERS AND BROKERS
- MANAGED SHIPPING DEPARTMENT
 - SUPERVISED 10 EMPLOYEES
 - RESPONSIBLE FOR OVERSEEING ALL OUTBOUND SHIPMENTS, INCLUDING VERIFYING BILLS OF LADING AND ALL OTHER SHIPPING DETAILS

Labor Solutions
Prospect Heights, IL

2005-2006

PROJECT MANAGER

- DETERMINED LABOR FORCE NEEDED AND PROCEDURAL STEPS NECESSARY TO BEST COMPLETE SPECIAL ASSEMBLY PROJECTS
- SUPERVISED 30-50 EMPLOYEES IN SUCH A WAY AS TO MEET SHIPPING DEADLINES
- RESPONSIBLE FOR QUALITY CONTROL OF ALL OUTGOING PRODUCT
- MONITORED LABOR RATES VERSUS COST PER PROJECT

Cinram, Inc
Aurora, IL

2004-2005

WAREHOUSE SUPERVISOR

- ASSISTED MANAGER IN SEVEN DEPARTMENTS (45 EMPLOYEES): CASE PICK, ORDER PROCESSING, RETURNS, SORTING, RECEIVING, SHIPPING AND INVENTORY CONTROL
- DIRECTLY SUPERVISED ALL EMPLOYEES IN ABOVE DEPARTMENTS
- PROFICIENT IN RF COMPUTER SYSTEM AND EXCEL
- FORKLIFT CERTIFIED

Top Hits Entertainment, Inc.
Hoffman Estates, IL

1997-2004

WAREHOUSE MANAGER

- MANAGED FIVE DEPARTMENTS (20 EMPLOYEES): SORTATION, LABELING, STOCKING, SCANNING AND INVENTORY CONTROL
- RESPONSIBLE FOR ALL HIRING/FIRING IN ABOVE DEPARTMENTS
- WORKED EXTENSIVELY WITH TEMPORARY EMPLOYMENT AGENCIES FOR ALL SPECIAL PROMOTIONS, INCLUDING: DETERMINING MANPOWER NEEDED, VERIFICATION OF ALL RELATED P.O.'S, INVOICING, ETC. , AND SUPERVISION OF THOSE EMPLOYEES AS WELL

CERTIFICATIONS

- CERTIFIED TRAIN-THE-TRAINER THROUGH CROWN FORKLIFT TRUCKS **2007**
 - TRAIN AND CERTIFY GROUPS OF 20 EMPLOYEES AT A TIME ON DRIVING PROCEDURES AND OSHA SAFETY STANDARDS FOR CROWN FORKLIFT TRUCKS

EDUCATION

University of Wisconsin-Oshkosh

Oshkosh, WI

2 YEARS OF STUDY IN MUSIC MERCHANDISING AND RECORDING

Waukegan West High School

Waukegan, IL

GRADUATE

VOLUNTEER WORK

- INNER-CITY TENNIS
 - INSTRUCTED AND COACHED 6-15 YEAR-OLD YOUTH IN TENNIS
- SCIENCE MUSEUM OF MINNESOTA
 - EDUCATE VISITORS ON FOSSIL HISTORY OF MINNESOTA