

# Allen Fisk

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## Materials Supervisor or Manager – Warehouse / Inventory Control

A seasoned Materials Management Supervisor with stellar time management skills and the proven ability to enhance warehousing, shipping, logistics, and receiving operations. Applies 'out-of-the-box' thinking to develop creative new approaches to accomplish a goal and improve materials' handling. An inherent sense of leadership and task prioritization enables effortless collaboration with cross-functional teams; empowers the team to achieve common goals, short and long-term plans. Excels in meeting and maintaining high work standards through the ability to analyze and identify operational challenges and present viable solutions; respected as a resourceful and results-driven professional.

**~ Exceptional navigation and mentoring skills in transforming a low performing team to a high caliber workforce – effectively led 23 shipping department employees to manage all three shifts at Summit Polymers, Inc ~ Excels at overseeing processes and security to ensure the flow of materials meets delivery and production goals; consistently enforces adherence to all safety protocols to drive a zero-incident work culture**

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**Skill Areas:** Strategic Planning & Implementation ♦ Material Management ♦ Machine Operations ♦ Inventory Control ♦ Logistics Planning ♦ Shipping & Receiving ♦ RF & AS Scanner Operations ♦ Forklift Operations ♦ Leadership & Navigation ♦ Risk Mitigation ♦ Safety Compliance ♦ Team Development ♦ Organizational Skills ♦ Communications ♦ Customer Service ♦ Cross-Functional Coordination ♦ Problem-Solving ♦ Analytical Skills ♦ Multitasking

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## PROFESSIONAL EXPERIENCE

### AEROTEK / INCOA - THREE RIVERS, MI (Present –)

#### Lab Technician

*Aerotek is an Allegis Group company, the global leader in talent solutions.*

- Deliver the highest standard of services to ensure seamless operations in the lab by testing parts for cleanliness.
- Leverage extensive machine-handling experience to identify and mitigate the possibility of parts malfunctioning.
- Maintain a safe work environment by personally following safety rules and practices.
- Cultivate clear communication lines within the team, with the lab staff and other stakeholders to facilitate operations.

### MEIJER INC - THREE RIVERS, MI (Oct 2019 – Sept 2020)

#### Stocking Associate

*Meijer Inc. is a supercenter chain throughout the Midwest, with its corporate headquarters in Walker, Michigan.*

- Responsible for ensuring ready supplies of products on the shelves by moving items from the inventory to specific locations within the facility so that customers can find them easily.
- Prioritized the customer and assisted them in finding their requirements across various departments.
- Proactively assisted with order processing as and when necessary.
- Meticulously maintained store inventory and ordered replacements; categorically organized products on shelves.
- Worked seamlessly with others to complete a task or achieve a common objective and demonstrated the ability to cooperate in interpersonal and team relationships to maintain mutual trust, honesty, and respect for others.

### FIBRE CONVERTERS, INC - CONSTANTINE, MI (SEPT 2018 – MARCH 2019)

#### Machine Operator / Material Handler

*Fibre Converters, Inc. manufactures paperboard products. The company offers fiber drums, trim components, exterior and interior sheathing, fibre containers, slip and tier sheets, and more.*

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- Supported manufacturing processes at the company by running the production machines – consistently strived to deliver an exceptional and consistent customer experience that differentiates the brand in the marketplace.
- Planned, navigated, and coordinated the movement of materials within the facility – supervised the loading and unloading of trucks. Scanned the loaded trucks to verify the right contents were shipped.
- Assisted in managing the material cycle counts and annual physical inventory reconciliation.
- Responsible for pulling and scanning orders from the picklist.
- Utilized cross-functional coordination skills to drive successful collaborations and enhance the brand value.
- Consistently demonstrated the ability to handle operational and strategic levels of multiple responsibilities in crisis and pressure while operating under rigorous deadlines.

## **SUMMIT POLYMERS INC - PORTAGE, MI (SEPT 2007 – JAN 2018)**

### **Material Supervisor**

*Summit Polymers is a leading Tier 1 Automotive Supplier of Interior Kinetic and Decorative Systems.*

- Expertly streamlined daily operations for the Shipping Department in alignment with company policies, procedures.
- Deftly led 23 shipping department employees to manage all three shifts in the organization's inventory, which happens to be a world-class automotive supplier of injection molded interior trim.
- Enforced adherence to all regulatory compliances besides ensuring conformance to quality control policies, SOPs.
- Supervised internal processes and security to ensure the flow of materials meets delivery and production goals.
- Meticulously managed materials shipments while striving to improve the unloading, receiving, and storing of production materials.
- Tracked performance using departmental metrics and organized all inventory records for future data reference.
- Responsible for keeping accurate materials counts; weighed and measured the incoming or outgoing materials to verify measurements against invoices, orders, or other records.
- Effectively trained other staff members on their job duties and responsibilities, as necessary.
- Established performance benchmarks in relevant processes to sustain and support continuous improvement.

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## **PROFESSIONAL DEVELOPMENT & CREDENTIALS**

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### **High School Graduate**

Marcellus High School, Marcellus, Michigan | 1978

### **Software Skills:**

Microsoft Office