

# André L. Todd

[andretodd1984@gmail.com](mailto:andretodd1984@gmail.com) | 9802 Woodland Avenue | (240) 856-6564

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## OBJECTIVE

I am seeking a position utilizing my experience in high volume operations. This includes organized attention to detail for distribution and inventory management.

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## PROFICIENCIES

- Licensed Residential and Commercial HVAC
- OSHA certified
- Operations Management
- Project Management
- Safety Awareness
- Leak verification
- Detailed oriented and organizational skills
- Flexible and Dependable
- Effectively multi-task
- Blueprint Reading
- Product Manufacturing
- Equipment servicing
- Cycle Counting
- Customer relationship building
- Inventory Control
- Complex problem solving
- Leak verification
- Diagnostic testing

## EDUCATION / CERTIFICATION

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Prince George's Community College (PGCC)  
Largo, MD 08/2021-Present

High School Diploma 05/2003  
Oxon Hill High, MD

NOW 12/2011  
(Neighborhood, Organized, Workforce, Inc.)  
HVAC Training School  
Washington, DC

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## PROFESSIONAL EXPERIENCE

June 2022-Present Capital Building Supply Beltsville, MD  
Warehouse Manager

- Manage orders by processing requests, pull accurate materials and place in the appropriate areas for customer pick up/delivery orders
- Manage inventory accuracy by monitoring daily warehouse activities, load checking, cycle counts, stock rotation, non-stock items, returns for credit and the unloading of shipments to the yard
- Liaison between truck orders, customers, and warehouse staff to ensure the correct balance and weight for truck size
- Drive Forklift safely and operate equipment to complete VCR forms
- Cuts and stages outbound orders for the staff to complete
- Conduct all new hire onboarding and implemented service defined goals, training guidelines for new hires
- Oversee cleanliness duties performed by warehouse staff

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June 2021-June 2022

Brothers Flooring

Annapolis, MD

Operations Manager

- Managed and facilitated inventory control for stock managing, including outside vendor transactions
  - Scheduled material equipment deliveries to facilitate job completion
  - Performed regular job site observations to provide direction for all general subcontractor personnel
  - Resolved customer feedback to ensure optimal satisfaction
  - Conduct all new hire onboarding and implemented service defined goals, training guidelines for new hires
  - Oversee cleanliness duties performed by subcontractors
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January 2020-June 2021

RAM Tool Supply

Alexandria, VA

Inventory Control Manager

- Responsible for counting and monitoring product inventories in warehouse processes
  - Utilized RF scanners to perform cycle counts as well as inaccurate counts to reconcile shipping discrepancies
  - Responsible for processes, including inventory put away, cycle counts, and back stock
  - Achieved personal sale goals and help company maintain its sales goals
  - Manage daily adjustments of damaged inventory
  - Maintaining shipping and receiving department
  - Inventory Control
  - Remove inventory using electric pallet jacks, forklifts, reach trucks, swing lifts, and cherry pickers
  - Responsible for overseeing the production for thirty-five employees
  - Assist with shipping and receiving products
  - Manufactured various products
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December 2017-January 2020

FELD Entertainment

Jessup, MD

Assistant Inventory Control Manager

- Conduct quality control and accurate maintenance of inventory to ensure adequate supply of various merchandise
  - Fulfill pending orders using various warehouse equipment (Cherry Picker, Forklift, and Swing Reach machines)
  - Reconciled inventory periodically after order fulfillment within the warehouse to place orders for additional supplies
  - Manufactured various products
  - Daily cycle counts
  - Oversaw shipping and receiving department
  - Assembled props and other inventory for live shows
  - Managed 15 employees
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April 2017-December 2017

Serta Mattress Company

Landover, MD

Inventory Control Specialist

- Maintained inventory and replenished supplies through incoming merchandise
  - Reconciled inventory periodically after order fulfillment within the warehouse to place orders for additional supplies
  - Load trailers as well as unload trailers for outgoing and incoming inventory purchases, donations, and returns
  - Discard equipment and furniture from communal and commercial residences
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October 2009-October 2011

Bills Hardware & Plumbing

Lanham, MD

Inventory Control Manager

- Assisted customers with shopping experience
- Fielded questions and concerns from customers regarding various heating and plumbing problems and solutions
- Executed and implemented procedures, policies, systems, and best practices concerning inventory and financial information

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- Performed daily cycle counts
  - Managed shipping and receiving department
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### **EDUCATION/CERTIFICATIONS**

Graduated: 2011

NOW, Inc.

Washington, DC

Certified HVAC Technician

Certified to:

- Install HVAC ductwork including flexible tubing and sheet metal construction
  - Troubleshoot and repair HVAC units including electronic and mechanical components
  - Install and repair fuel and water supply lines
  - Conserve, install, and recycle CFC and HCFC (Chlorofluorocarbon family) refrigerants
  - Install and repair electrical connections to HVAC components
  - Install and repair HVAC system automation components for businesses or “smart homes”
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