

# Arthur Ludwig

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To pursue a business career with opportunity for growth and achievement in all aspects of the industry.

Authorized to work in the US for any employer

## Work Experience

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### **Parts Counter Person/ Receiving**

Bell Road Toyota-Phoenix, AZ

September 2021 to May 2024

Responsible for completion of wholesale, retail, mechanical and body shop orders.

Responsible for inbound/outbound receiving of PDC deliveries

Process and ship monthly returns to manufacturers

Receipt all inbound chemicals and supplies

### **Parts counter/warehouse**

Camelback Volkswagen Subaru-Phoenix, AZ

April 2019 to September 2021

Front and back parts counter sales. Warehouse stocking and organization. Cycle counts and inventory management.

### **Parts Counter Person/Warehouse**

University Mazda-Seattle, WA

September 2015 to March 2019

- Answer incoming phone calls and fill orders for both Retail and Wholesale customers.
- Contacting manufacturers, aftermarket vendors and distributors to meet the needs of the Service Department and the customer.
- Responsible for billing and dispensing of all parts for repair orders for entire Service Dept.
- Perpetual inventory.

### **Loss Prevention Associate**

MACYS

January 2008 to January 2013

- Monitor property to prevent or deter any loss to the company
- Conducting investigations of customer or employee caused shortages.
- Completing clear and concise reports for Management or local Law Enforcement
- Supervisor of semi-annual inventories

## **Supervisor**

MACYS DOCK

promoted to Manager of 10-20 associates.

- Ensure timely and accurate processing of all inbound and outbound shipment.
- Coordinating shipping and receiving job functions to associates to achieve target productivity.
- Coordinating shifts, schedules and vacations for associates in both union and non-union environments.
- Responsible for achieving a target 100% in fulfillment of internet orders.

SAM ASH MUSIC/ TOWER RECORDS/ SAKS 5TH AVENUE

- Receive all inbound shipments from distribution centers, outside vendors and third party carries.
- Process all inbound shipments (prepare product for salesfloor or distribute to appropriate stockroom location.)
- Process outbound monthly returns.
- Monthly cycle counts and annual inventories.

## Education

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Walt Whitman High School - New York, NY

1999

## Skills

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- Loss Prevention
- Shipping & Receiving
- Pallet Jack
- Packaging
- Warehouse Experience
- Logistics
- Security
- CCTV
- Sales
- Computer Skills
- Materials Handling
- Order Picking
- Cash Handling
- Store Management Experience
- Pricing
- Inventory Control
- CDK (7 years)
- Customer service

- Time management
- Dealership experience
- Auto parts (7 years)
- Negotiation
- Microsoft Office
- Automotive repair
- Automotive service
- Driving
- Vehicle maintenance
- Forklift
- RF scanner
- Phone etiquette
- Leadership
- Microsoft Excel
- Warehouse management system
- Auto service management
- Load & unload

## Certifications and Licenses

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### **Driver's License**

## Additional Information

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### MANAGEMENT

- Tenured Inventory Specialist, Dock Manager and Customer Service Representative with over 20 years in the Retail, Wholesale, and Logistics fields.
- Highly experienced in executing seamless inbound and outbound workflow.
- Analytically skilled in identifying potential setbacks and improving practices to ensure a successful business and productive work environment.
- Highly experienced in identifying causes for inventory inaccuracies and taking immediate corrective action to ensure zero loss to the company.
- 2 years as a Supervisor and 1 year as a Manager of a staff composed of 10-20 associates.
- Intermediate computer skills and familiarity with common software programs. (eg. Word, Excel, etc.)
- Excellent interpersonal skills, providing courtesy and exceptional service to patrons and co-workers.