

# Arthur Squire

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Self-motivated individual with a strong desire to succeed and meet goals, that can organize and logistically adept is seeking a position to apply my skills.

## Work Experience

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### **Warehouse Supervisor**

Bob's Discount Furniture - Totowa, NJ

December 2017 to Present

Responsible for overseeing the general operations of warehouse and staff of three

- # Handle the recording and maintaining of inventory, advising the imports received and items exported.
- # Customer service (Interface with customers to answer questions or solve problems)
- # Receiving, identifying, dispatching, and assuring quality of goods
- # Measure and reporting the effectiveness of warehouse activities and employee's performance
- # Communicate job expectations, assign workload, coach employees and train new employees
- # Organize and maintain inventory and storage area
- # Ensure shipments and inventory transactions accuracy
- # Maintain items record, document necessary information and utilize reports to project warehouse status
- # Identify areas of improvement and establish innovative or adjust existing work procedures and practices
- # Confer and coordinate activities with other departments

### **Team Leader**

November 2016 to December 2017

Oversees employees and motivates them to do their job efficiently

- # Completes shipments by processing and loading orders
- # Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- # Completes deliveries by driving truck or van to and from vendors
- # Maintains truck or van by completing preventive maintenance requirements and arranging for repairs
- # Enforces inventory controls by collecting stock location orders and printing requests
- # Provides quality service by following organization standards
- # Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat
- # Promotes clean shipping supply area by complying with procedures, rules, and regulations
- # Completes reports by entering required information
- # Contributes to team effort by accomplishing related results as needed

### **Warehouse Associate**

November 2015 to November 2016

Responsible for fulfilling the logistics behind receiving, processing, and storing inventory according to purchase orders and store policy. Responsible for shipping schedules with attention to detail to ensure timely delivery and loss prevention.

# Loaded trucks for outbound orders

# Managed inventory within the warehouse by completing physical tasks

# Understood basic produce storage and handling requirements

# Completed inventory paperwork for inbound receiving

# Operated equipment in a safely manner while adhering to food safety policies

- Warehouse Experience (3 years)
- Load & Unload (3 years)
- Packaging (2 years)
- Merchandising (3 years)
- Logistics (2 years)
- Order Picking
- Customer service (5 years)
- Sales (3 years)
- Inventory (2 years)
- Printing labels (3 years)

## Education

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Eastside High School - Paterson, NJ

September 2014 to June 2017

## Skills

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- Time management
- Organized
- Dependable
- Safety & compliance
- Flexible
- Problem resolution
- Excellent Communication
- Stock & Replenish
- Logistics