

25701 Front Ave  
Mattawan,, MI 49071  
(314)915-2151  
Privev3@GMAIL.COM

# Bermie Cox

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## SKILLS

Positive attitude with good interpersonal and organizational skills, proficient, ability to solve problems, responsible, ability to work under pressure.

Extensive working knowledge of computerized inventory control systems and the ability to work with mathematical concepts.

Ability to multitask efficiently, working in a fast paced environment on multiple projects, and a strong attention to detail.

Strong working knowledge of Excel with ability to create spreadsheets and various other program functionalities.

The drive and willingness to build and maintain quality relationships with team members, customers, and vendors.

## EXPERIENCE

### **Stratosphere Quality; St. Louis ,MO – Project Manager**

March 2019 – January 2022

- Supervise the administrative staff with hiring, scheduling, providing training and guidance, establishing job standards and evaluating performance.
- Ensure warehouse staff production results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising results.
- Oversee warehouse functions utilizing the WMS including receiving, shipping, transportation, cycle counting, and inventory control and reporting.

### **Nitto Denko; Jasper, AL – Shipping/Receiving Supervisor**

August 2017 – January 2019

- Assist with the development of written processes and procedures identifying, tracking , transferring, reporting, and disposing of assets.
- Establish standard and emergency operating procedures for receiving, handling, storing, and shipping of products and materials.

- Supervise the planning, assigning and direction of all warehouse staff in receiving, stocking, and shipment of product for the shift.
- Develop constructive and cooperative working relationships by mentoring, problem solving, and team building.

**Sportsman Supply; San Bernardino, CA – Dot Com Manager**

October 2015 – May 2017

- Manage and/or assist with meetings, presentations, quarterly business reviews, budgets, goal setting, and performance reporting.
- Provide direction and support to the department by shaping the organizational agenda, performance, and overall growth.
- Utilize scheduling, time management, and payroll to ensure accurate department management