

# William O'Day

Holland, MI 49424

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6162608543

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Admin Support**

Carlton Technoogies - Holland, MI

January 2018 to September 2020

Knowledge of Netsuite, UPS and FEDEX software, reporting in Excel. Overseen shipping and receiving, adjusted and pulled sales orders, performed daily cycle counts and adjusted inventory valued at \$5 million, maintained customer inventory on site. Obtained hazmat certification for lithium ion batteries, reported directly to operations manager. Did local deliveries-(Non CDL). Monitor inventories and order warehouse supplies. Developed new procedures and processes to streamline and improve accuracy. Interview and trained new employees on logistics procedures.

### **Warehouse Shipping and Receiving Clerk**

Temp services - Grand Rapids, MI

April 2016 to January 2018

Fettig - Skytron

Fettig- Etna supplies

Manpower- Carlton Technologies

### **Warehouse Associate**

MFP Automation Engineering - Hudsonville, MI

September 2014 to March 2016

Schedule and prepare outgoing shipments using Trulinx software. Receive incoming shipments and place in inventory. Light assembly of parts when needed. Used Raymond vertical carousel system with Kardex software.

### **Shipping& Receiving Clerk**

Johnson Controls APS Holiand - Holland, MI

September 2010 to September 2014

Lithium Ion Battery Plant. Prepare 1.TL shipments of lithium ion batteries for domestic and international shipment. Process domestic and international incoming and outgoing deliveries in SAP, FedEx and UPS software. Coordinate shipping logistics with customers, freight forwarders, and carriers. Maintain inventory of shipping materials and supplies. Verify packing slips with shipment contents.

Verify material for Certificate of Analysis or Incoming and outgoing Inspection requirements.

Coordinate upcoming shipments with Planner/Buyers and CCR's. Put-away of materials in accordance to warehouse storage strategies and material placement. Stock replenishment in accordance to first in, first

out principles (FIFO) Ensure all export paperwork is correct (i.e. Dangerous Goods Declaration, Export Declaration, Commercial Invoices, Packing Lists. SLI, AWB, COO, PQC, NAFTA cert)

Class 9 Shipping Lithium Ion/Metal Battery. 49 CFR 172 Hazardous certification (air, LTL, ocean, fed ex)

## Education

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### **GED in Education**

Allegan High School  
2013 to 2013

## Skills

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- Microsoft Outlook
- NetSuite
- SAP
- Excel, word
- Logistics
- Freight Experience
- ERP Systems
- Warehouse experience
- Microsoft Excel
- Data entry
- Inventory control
- Supervising experience
- English

## Links

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<http://redball0818@gmail.com>

## Certifications and Licenses

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### **Forklift Certification**

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## Assessments

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### **Forklift Safety — Highly Proficient**

October 2020

Best practices and safety hazards in forklift operation

Full results: [Highly Proficient](#)

### **Warehouse Associate — Proficient**

October 2020

Assesses the tendencies that are important for success in warehouse roles

Full results: [Proficient](#)

### **Analyzing Data — Completed**

October 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Completed](#)

### **Work Style: Reliability — Familiar**

October 2020

Tendency to be dependable and come to work

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.