

Brian Soffel

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Adaptable and detail-oriented professional with 10+ years of experience in warehouse management, data entry, and all aspects of retail work. Dedicated worker with proven performance in logistics, communication, and warehouse inventory control.

Authorized to work in the US for any employer

Work Experience

Warehouse Manager/Retail Associate

It's a Wrap! Post Production Wardrobe Sales - Burbank, CA

April 2007 to July 2022

- Over saw shipping and receiving operations of tens thousands of items at a time worth multiple millions of dollars per year
- Developed strong relationships with customers so I could present product to them that I thought they would like
- Used Excel for logistics regarding millions of dollars of assets each year
- Managed task delegation for an up-to-10-person warehouse that had a proven record of meeting and exceeding deadlines.
- Planned and optimized work processes to the best efficiency possible
- Workers, owners, and customers benefited from my expertise in management and knowledge of past , current , and upcoming asset levels, which increased product availability
- Over saw updates in floor arrangement to make the most use of the available space
- Solved any logistical/administrative difficulties that came up
- Guided and educated employees on material handling procedures to minimize loss and m maximize speed and quality of work
- Ensured that any inventory documentation was up to date and accessible
- Logged daily activities in a timely and accurate manner
- Considered methods to increase my own effectiveness and efficiency
- Planned ahead according to available information to stream line all aspects of current projects
- Worked closely and built strong bonds with coworkers, peers, and upper management
- Independently managed projects on time and on budget .
- Advised management on network security standards
- Implemented company policies, technical procedures, and standards for data, report , and access integrity and security
- Taught new employees about customer service, money management , and organizational techniques
- Placed a high value on punctuality and worked hard to maintain an excellent attendance record, and consistently arriving at work ready to start right away
- Saved thousands of dollars implementing cost-cutting measures that addressed self-recognized issues
- Operated office equipment and kept track of when supplies were needed
- Backing up and securing logistic information of all assets
- In charge of upkeep computers in warehouse and retail store

- Demonstrated leadership by being involved with the training of new hires in both the warehouse and retail store
- Used interpersonal and communication skills to establish relationships with clients.
- Continued to hone my personal selling skills and gain product knowledge

Education

High school diploma

Tecumseh High School - Tecumseh, OK
January 1989 to May 1993

Skills

- Detailed Instruction
- Staff Supervision
- Inventory Supplies
- Database Documentation
- Operational Efficiency and Safety
- Customer Care
- Policy and Procedure Adherence
- Verbal and Written Communication
- Multiple Priorities Management
- Resource Management