

## **Bruce Razin**

Email: Bruce52A@gmail.com

Phone: 781-367-7200

**Objective:** To use my experience and knowledge to advance my career while increasing productivity and profitability.

**Qualifications:** Over 40 years experience in Warehousing, Logistics, and Transportation. With 20 years of Supervisory and Management experience. Able and willing to meet staffing needs at any level with career long experience on the floor or in the office. Maintain cost effectiveness and efficiency in all areas of work

Hire train and schedule diverse staff to meet company goals in peak seasons. Remain patient, direct and professional in resolving customer issues and concerns.

**Technical Skills and Certifications:** Class A CDL License with Tanker Endorsement. Certified Fork Truck, Pallet Jack, and Order Selector. Certified Information Security Professional. Certified Customer Care Professional. Use of SAP for routing and maintenance as well as hand held scanners for service.

Experience: 10-2015- present: J Stone Diamond foods.

Day to day operations. All aspects of warehousing. Shipping receiving inventory control of all inbound and out bound freight. Maintenance of company vehicles as well as housekeeping of the facility. Meet and maintain staffing levels of drivers and warehouse crew. Following all safety procedures as required. Adapting to requirements as needed.

2007 To 10-2015 : Shred-It Inc.

Lead Customer Service Representative. Duties included but not limited to:

Managed day to day operations of Customer Service Representatives.

All aspects of customer service and needs of accounts. Routing of service requirements as well as equipment needs. Worked with the sales force and reported directly to the General Manager. Maintained various truck records as well as maintenance on the company equipment. Utilized Micro Soft Word Excel Ect. Also Use of SAP, TRS, ARP routing and maintenance systems as well as Hand Held scanners for servicing accounts.

Trained and mentored new hires as needed.

1993 to 2007 : J Stone Diamond Foods

Warehouse Supervisor 1994-2007 1993-1994 Route Driver

Duties included but not limited to. Managed day to day operations of all inbound and outbound freight. Maintain inventory levels as needed. Insured accuracy of all outbound freight being staged and shipped most efficient way possible.

Maintained warehouse for best possible lay out and utilization as well as all housekeeping. Over saw staffing and scheduling needs. Hired trained and mentored employees in all departments

for advancement. Delegated daily duties to drivers and warehouse. Instructed staff in proper safety and efficiency methods to insure cost effectiveness. Followed all OSHA, DOT, and Insurance regulations. Maintained company vehicles, equipment, and warehouse by seeking quotes from various vendors and using the most reliable sources. Performed in house maintenance as needed. Communicated with all departments to meet goals as needed for customer requirements. Completed all necessary paper work as required for various reports and requirements.

**Education:** Graduate of Peabody High School. References upon request.