

# Bryan K. Keller

---

Arvada or Denver, Colorado | (720) 434-3241 | [www.linkedin.com/in/bryan-keller-85877463/](http://www.linkedin.com/in/bryan-keller-85877463/) |  
sevnwolves@gmail.com

## SHIPPING & RECEIVING SUPERVISOR

### Project Management | Customer Service | Strategic Planning

Qualified, knowledgeable maintenance manager and U.S. Air Force Veteran with extensive experience in shipping and receiving management, procurement, and retail store operations. Skilled in providing strategic leadership of short- and long-term goals through the use of innovative techniques in support of the company's mission and values, as a means to implement positive change and increase performance. Highly adept at increasing operational efficiency, serving as a technician to assemble parts and components, and proactively leading significant projects.

Technical Scope: MS Office, Adobe Photoshop CS5, Poser 3D, Corel Painter, and Bryce 7.

- Warehousing & Processing
- Relationship Building
- Inventory Control & Maintenance
- Leadership & Communication
- Vendor Management
- Quality Assurance & Control
- Customer Satisfaction
- Strategic Planning
- Database Management
- Cross Functional Collaboration
- Process Improvement
- Regulatory Compliance

---

## PROFESSIONAL EXPERIENCE

---

Barnes & Noble, Arvada, Colorado

2003 – 2019

### *Receiving Lead*

Coordinated day-to-day, shipping/receiving operations including assembling, addressing, and assigning postage to store merchandise. Responsible for unloading, unpacking, verifying products, and recording incoming merchandise. Served as a liaison with vendors, contract and delivery companies; assisted in planning and organizing store modifications, product placement, and general mechanical maintenance. Prepared documents, such as work orders, bills of lading, or shipping orders to route materials for ship-to-home products. Analyzed and managed process improvements by creating internal controls and practices to support cross-functional teams to improve productivity and efficiency.

### Key Accomplishments:

- Reviewed service agreements and proposals to determine risk; reconciled stock and process account credits with vendors, notifying proper, departmental manager.
- Streamlined receipt of shipment deliveries; evaluated orders for accurate quality, quantity, and price; improved inventory availability of technical equipment and expendable supplies.
- Supervised all personnel that were involved with working in the receiving department and trained the majority of other store personnel on many other aspects of non-receiving duties.

# Bryan K. Keller

---

Page Two of Two

- Reorganized storage areas to optimize materials transfer and minimize labor hours, reducing organization cost.

## ***Airframe Repair Technician, Staff Sergeant* | United States Air Force**

Guided the installation and maintenance of military grade, aircraft products, understood how to make modifications when necessary, and read blueprints effectively. Communicated inventory needs, while supervising assembly, modifications, preventive maintenance, support and optimization of all aircraft hardware and software.

### **Additional Experience**

***File Clerk* | Lutheran Medical Center, Radiology**

***Packager/Receiver* | Miller Stockman Western Wear**

---

## **EDUCATION & CREDENTIALS**

---

**Associate of Arts in Graphic Art & Animation | Red Rocks Community College**

**Medical Technician Certification | Lutheran Hospital Emergency Medical Technician School**