

# Catalin Trifan

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## Warehouse Operations Associate

Driven and meticulous professional with experience in team leadership, adept at collaborating within a team or working independently. Capable of quickly adapting and excelling in a fast-paced setting. A proactive problem-solver with a growth mindset. My experience spans both large corporations and small entrepreneurial ventures. I excel in ensuring inventory precision, managing stock control, and overseeing storage and shipping responsibilities.

## KeySkills

Leadership and team management | Scheduling and staffing | Adaptability in fast-paced environments  
| Proactive problem-solving | Growth mindset | Inventory management | Stock control | Warehouse operations |  
Warehouse operations | Direct supervision and oversight | Handling and staging of materials

## Technical Skills

CRM | SellerCloud | Monday.com | Microsoft Office Suite - Excel, Word, PowerPoint | Adobe Acrobat | Google  
spreadsheets

## Professional Experience

**Ford Medical, LLC - Orangeburg, NY**

**May 2021 to September 2024**

### Warehouse Manager Assistant Supervisor

- Coordinate logistics activities by liaising with suppliers, manufacturers, and customers, managing and optimizing the supply chain, reducing delays, improving communication, and ensuring that products are produced, shipped, and delivered in a timely manner.
- Promptly finalize the details for both receiving and shipping information, ensuring that all necessary data is accurately recorded and confirmed before goods are received from suppliers or sent out to customers.
- Accurately examine for any damages and verify the shipment against the purchase order and bill of lading, maintaining quality control, ensuring accurate inventory management, and upholding the terms of the purchase agreement.
- Collaborative approach in working closely with various departments such as sales, procurement, and warehouse to guarantee seamless operations.
- Establishes and upholds operations by initiating, coordinating, and enforcing policies and procedures related to programs, operations, and personnel, ensuring consistency and efficiency and maintaining high standards of quality control.
- Compiles shipping paperwork, such as bills of lading, documentation for exports/imports, and customs forms, to ensure legal compliance, facilitate smooth transit and enable accurate tracking.
- Guides employees on the maintenance and protection of items received, stored, and dispatched; techniques and equipment utilization for handling, storing, upkeep, and shipping inventory; and associated issues.
- Analyzes records and suggests corrective measures for non-usable, slow-moving, and surplus inventory based on reports, improving inventory efficiency and minimizing holding costs.
- Examines records to verify the accuracy of information and adherence to set procedures and to assess the sufficiency of inventory levels, maintaining operational efficiency and financial accuracy
- Efficiently organizes timing for special and routine inventory counts, ensuring accuracy of inventory records and preventing losses.
- Accurately tracks the history of items to identify the causes of discrepancies between inventory counts and stock control records, and proposes corrective measures to rectify these discrepancies, optimizing the supply chain and enhancing integrity of data.

- Establishes work processes, sets up work schedules, and accelerates the pace of workflow, ensuring deadline compliance and employees satisfaction and morale.
- Delivers guidance through both written documents and oral communication, ensuring clear understanding and effective implementation of tasks and procedures.
- Allocates responsibilities and reviews work for precision, tidiness, and adherence to policies and procedures, fostering a disciplined and efficient workplace.

**Momentum Tire and Wheel - Wayne, NJ**  
**Customer Service&Delivery Driver**

**September 2020 to May 2021**

- Efficiently managed incoming inventory responsibilities, streamlining processes for receiving, storing, and distributing inventory, leading to quicker turnaround times.
- Tasked with ensuring the prompt delivery of various types of tires to customers in the Tri-state area and nearby regions, following the processing of purchase orders
- Tasked with securing payments from customers in the Tri-state area upon delivery of merchandise, while also prioritizing the establishment and maintenance of professional and trustworthy relationships with customers.
- Offered clients expert advice and suggestions on technical matters, enhancing client satisfaction, fostering trust, and building long-term relationships

**Michelin(EUROMASTER ROMANIA) - Bucharest, RO**  
**Country Sales Manager**

**April 2014 to July 2020**

- Oversaw the sales of truck and car tires in a business-to-business (B2B) setting, enhancing market penetration and strengthen business relationships.
- Cultivated and maintained a professional approach towards the current customer base, ensuring customer satisfaction and loyalty.
- Effectively prospected new customers and generated business opportunities across the Southern regions of the country, aiming to expand market reach and drive sales growth.
- Actively travelled to meet new customers and prospects, aiming to build relationships and expand the customer base
- Diligently maintained logs of sales phone calls and conducted follow-ups on emails using the company's approved CRM system, enhancing customer engagement and supporting sales efforts.
- Achieved a 57.5% rise in sales, growing the customer base from 80 to 126 in the first four months, followed by a consistent yearly increase in the customer database by an average of 12%.
- Received "Employee of the year" award in 2018.

**HLH (Bandag Franchise) - Bucharest, RO**  
**Country Sales Manager**

**July 2005 - April 2014**

- Tasked with managing all commercial tire sales in the Northwestern area of the country, aiming to boost regional sales performance and market share.
- Oversaw direct client relationships, actively travelling to engage with both existing customers and new prospects, to evaluate their needs and identify business opportunities, driving sales growth.
- Established and led a team of four sales representatives
- Elaborated motivational approaches within the team, elevating sales figures by 80% in the first 2 years, followed by a consistent yearly increase of 40%.
- Acted as an ambassador for the company's brand, playing a key role in achieving the organization's goals.
- Stayed informed about market trends and competitor activities maintaining a competitive edge.
- Consistently met 100% of both quarterly and annual goals.
- Formed and guided a team of four sales representatives with the purpose of maximizing sales efficiency and achieving strategic objectives.