

Eckar Strodder

WAREHOUSE MANAGER

Midway, GA

eckar2@yahoo.com

912 610 2831

Multi-tasking Manager well-known for creating positive environments where employees can thrive and succeed. Detailed and well-aware of direct competitors and their strategies. Pursuing a new management role where hard work and dedication will be highly valued.

Work Experience

WAREHOUSE MANAGER

Keen Transport Inc - Pooler, GA

December 2017 to July 2018

Provided updates on critical shipments to the corporate departments and customers who requested them.

- Handled day-to-day shipping and receiving, typically overseeing more than 40 packages per day.
- Built and cultivated a lasting rapport with employees, peers, upper management and outside vendors.
- Conducted research to address shipping errors and packaging mistakes.
- Implemented and enforced all policies and procedures for the entire logistics department.
- Handled employee conflicts in the most efficient manner and while following all company procedures.
- Established long-term customer relationships through prompt and courteous service.
- Led warehouse improvement initiatives to advance operational efficiencies.
- Picked products for specific routes according to pick sheets.
- Maintained accurate stock records and schedules.
- Conducted monthly inventories of materials on the work floor.
- Tracked time spent on assignments each day for productivity reporting.
- Supervised material flow, storage and global order fulfillment.

ASSISTANT RESTAURANT MANAGER

Willie Mae's Restaurant - Midway, GA

August 2010 to April 2016

Supervised all areas of the restaurant so that it always looked clean and well-maintained.

- Immediately resolved issues with patrons by employing careful listening and communication skills.
- Pitched in to help the host, wait staff and bussers during exceptionally busy times, especially the dinner hour.
- Ensured that the restaurant was compliant with all federal, state and local hygiene and food safety regulations.
- Established and maintained a positive work environment.
- Demonstrated genuine hospitality while greeting and establishing rapport with guests.
- Ensured compliance with relevant regulatory employment rules and standards.

- Addressed guest concerns and resolved all issues to guests' satisfaction.
- Handled money, balanced tills, processed credit card payment batches and prepared bank deposits.
- Developed sales and profit margin plans, maintained margins and determined turnover objectives.

ASSISTANT MANAGER

Dollar General - Midway, GA
August 2006 to July 2010

Supervised and directed all merchandise and shipment processing.

- Completed all daily tasks and special assignments with an efficient and quality-driven approach.
- Resolved all customer complaints in a professional manner while prioritizing customer satisfaction.
- Operated a cash register for cash, check and credit card transactions with 100% accuracy.
- Completed all point of sale opening and closing procedures, including counting the contents of the cash register.
- Directed work of as many as 5 employees focused on goals.
- Priced merchandise, stocked shelves and took inventory of supplies.
- Assigned work to team members based on company needs, personal strengths and job knowledge.
- Monitored security and handled incidents in a calm and professional manner.
- Communicated clear expectations and goals to each team member.

RETURN CLERK

Musk in Lesure Products - Midway, GA
January 2000 to March 2006

Receive and count stock items, and record data manually or using computer.

- Verify inventory computations by comparing them to physical count of stock, and investigate discrepancies or adjust errors.
- Store items in a orderly and accessible manner in warehouse.
- Mark stock items using identification tags, stamps, electric marking tool, or other labeling equipment.
- Dispose of damaged or defective items, or return them to vendor.
- Prepare and maintain records and reports of inventories, price lists, shortages, shipments, expenditures, and goods used or issued.
- Entered details such as payments, account information and call logs into the computer system.
- Responded to customer requests via telephone and email.
- Supported Chief Operating Officer with daily operational functions.

Education

Master of Science in Organizational Leadership/Human Resource

Webster University - Fort Stewart, GA
2013

Bachelor of Science in Healthcare Administration

University of Phoenix - Tempe, AZ

2011

Skills

LOGISTICS (Less than 1 year), SHIPPING (Less than 1 year), SHIPPING AND RECEIVING (Less than 1 year), DATA ANALYSIS (Less than 1 year), DOCUMENTATION (Less than 1 year), Shipping Receiving

Additional Information

SKILLS

- Shipping and receiving ● Team development
- Proficient in Microsoft Word, Excel, ● Computer-savvy PowerPoint, ● Warehouse and manufacturing operations
- Policies and procedures ● Excellent sense of direction
- Documentation ● Quality management systems knowledge
- Logistics management ● Data analysis
- SAP