

Ernest Garner

Ferndale, MI 48220

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Work Experience

Shipping and Receiving Manager

Brugola - Plymouth, MI

December 2022 to Present

- Boosted inventory and recordkeeping accuracy by conducting thorough inspections and comparing shipment contents with documentation.
- Maintained positive relationships with representatives of UPS, FedEx, USPS, and DHL shipping companies.
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- Prepared shipping documents and invoices, processed payments, and fielded client questions.

Production Manager

Standard Coating, Inc - Madison Heights, MI

January 2022 to December 2022

- Standardized production procedures, job roles, and quality assurance guidelines.
- Sourced materials to keep up with production goals and meet customer demands.
- Managed continuous improvement initiatives to drive gains in quality, flow, and output.
- Created streamlined production schedules and collaborated with production employees to communicate objectives and goals.

Shipping and Receiving Clerk

Page Toyota - Southfield, MI

December 2018 to April 2020

- Operated equipment such as forklifts and balers to move outgoing shipments to loading area.
- Communicated with vendors and suppliers to verify timely delivery of goods.
- Monitored scheduled shipment dates to achieve timely delivery, expediting as necessary, and communicating variances to customers.
- Received incoming shipments, compared contents against associated records and transmitted to proper department.

Parts Specialist

O'Rileys Auto Parts - Ferndale, MI

November 2013 to February 2019

- Served customers in-store and by telephone to answer questions and place orders.
- Increased store revenue by cross-selling products and upselling services to customers.
- Stocked storage areas with merchandise from new trucks, following bins system accurately to minimize inventory errors.

· Recommended alternative parts if necessary and taught customers fundamentals of part modification and repair.

Education

High School Diploma

Oak Park High School - Oak Park, MI, US

August 2009 to May 2013

Skills

- Materials management
- Forklift Operations
- Shipment processing
- Inventory auditing
- Safety regulations implementation
- Loading and unloading
- Order picking and processing
- Shipping and receiving
- Materials inspections
- Warehouse Logistics
- Customer service expert
- Automotive Repair
- SAP
- Pricing
- SAP
- Supply chain
- Transportation management systems
- Materials management
- Microsoft Access
- Continuous improvement
- Forklift
- Load & unload
- Auditing
- Hi-Lo
- Quality assurance
- Customer service
- Automotive repair

Certifications and Licenses

ASE Parts Specialist Certification

ASE Certification