

Gary Quinn

Chattanooga, TN 37412

garyquinn22_gsq@indeedemail.com

423-413-5262

Objective: Seeking a position where I can utilize my skills and experience to improve operations, build teamwork and learn new skills, increase productivity and company growth.

- Over 25 years in inventory control and • 25 years Forklift experience warehouse operations • Purchasing Skills and Management
- Management Skills • Computer Skills, Microsoft Office
- Training and Development of Staff • Knowledge of Logistics
- Accounts Payable and Receivable • Problem Solving Skills
- Communication Skills

Work Experience

Procurement Officer 2

State of Tennessee Department of Mental Health Moccasin Bend Mental Health Institute-Chattanooga, TN

November 2007 to August 2024

- Plan and direct the daily operations of the purchasing and warehouse departments
- Hire and train all new and existing employees in the policies and procedures in each department
- Provide monthly reports on medical equipment repairs and certifications
- Check and maintain appropriate levels for stocked items
- Implement new procedures that decrease the process time in pulling and shipping orders by 50%

Warehouse/Sales Clerk

Honest Charley's Speed Shop-Chattanooga, TN

February 2007 to October 2007

- Managed customer accounts by providing excellent customer service
- Assisted in managing the show trailer for out of town sales
- Prepared items for shipping by packing products, creating shipping labels and packing slips
- Performed as liaison to increase awareness of products needed to increase sales and profits

Inventory Specialist

Creative Commerce/New Roads-Chattanooga, TN

December 2004 to July 2007

- Managed all aspects of inventory control
- Researched and resolved all inventory issues
- Operated warehouse equipment such as forklifts, stock picker and pallet jacks
- Prepared reports on all inventory issues

Auditor

Staffing Solutions-Chattanooga, TN

July 2006 to February 2007

- Coordinated with front office on time frames for all incoming, outgoing and staged shipments
- Audited orders for damage, date codes and accuracy
- Communicated with shift supervisor to reconcile errors
- Prepare reports on any issues, submit reports which included possible cause and suggested solution

Education

High School Diploma

Kirkman Technical High School - Chattanooga, TN

August 1979 to May 1982

Skills

- Purchasing Skills and Management (10+ years)
- Knowledge of Logistics (10+ years)
- Computer Skills, Microsoft Office (10+ years)
- Problem Solving Skills (10+ years)
- Training and Development of Staff (10+ years)
- Accounts Payable and Receivable
- Management Skills (10+ years)
- 25 years Forklift experience warehouse operations
- Communication Skills (10+ years)
- Over 25 years in inventory control and
- Microsoft Outlook (10+ years)
- Sourcing (10+ years)
- Administrative Experience (10+ years)
- Warehouse Supervisor Experience (10+ years)
- Order Picking (10+ years)
- Office Administration (10+ years)
- Supply Chain (10+ years)
- Office Management (10+ years)
- Management (10+ years)
- Operations Management (10+ years)

Certifications and Licenses

Forklift Certification