

Jeffrey (AJ) Dunning

Lowell, MI 49341

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Authorized to work in the US for any employer

Work Experience

Inventory Team Member

Tech Defenders - Grand Rapids, MI

September 2021 to Present

My current position at Tech Defenders covers a broad range of responsibilities. From stocking, picking/processing/packing orders, Inventory Control/cycle counts, to shipping.

President

Circus Freak Music - Grand Rapids, MI

May 2013 to Present

As President of Circus Freak Music, my job entailed the prototyping, design and functionality of "effect pedals" for guitar players. Company is currently on hiatus.

Head of Outside Sevices

Compatico - Kentwood, MI

October 2013 to July 2020

Outside Services was a part of Compaticos' receiving department (office furniture manufacturer), and requires pulling inventory to send out for powder coating, dictated per customer sales and/or in-house inventory requirements. Upon their return, items are placed back into inventory for future sales/assembly/fabrication. Duties included:

1. HiLo and RF gun operation.
2. Pulling gear from warehouse to ship to various vendors (powder coating, wet coating, fabrication, etc...).
3. Receiving product upon return to place back in warehouse for sales, assembly/fabrication, etc...
4. Tracking/processing all shipments via AS400 PC platform.
5. Documentation of same via Microsoft Office (Excel, Word, Outlook)
6. Communication with vendors regarding quality issues, turn around time, etc... Communication with upper management and sales force regarding same.
7. Enact and follow QC guidelines put forth by Compatico's internal QC department.
8. Training/assistance of new employees.
9. Attend daily production meetings to discuss work flow and order shipment/labor strategies.
10. Follow and enact all safety requirements via OSHA- in addition, I'm also a member of the in-house safety team, which serves to further safeguard the warehouse staff, with regards to issues that fall outside the purview of OSHA regulations and laws.
11. Inventory control/cycle counts.

Position/business closed in July 2020 due to CV-19.

Store Manager

Movie Gallery - Lowell, MI

April 2012 to September 2013

As Store Manager, I was in charge of the following:

1. Hiring, training & termination of employees, as well as position advancement to those qualified.
2. Promote the in-house video rental club (discounts for frequent rentals), and train sales associates with regards to same.
3. Responsible for the upkeep of the store, both inside and out.
4. Loss prevention.
5. Payroll, scheduling, bank deposits.
6. Setting up displays, both on the floor and POS.
7. Inventory control/cycle counts.

Left company due to Movie Gallery filing for bankruptcy.

Education

High school diploma or GED in Psychology

Lansing Community College - Lansing, MI

September 1981 to May 1983

College prep

J.W. Sexton High School - Lansing, MI

September 1979 to May 1981

Skills

- Canon
- Xerox
- Microsoft Office (10+ years)
- PC proficient (10+ years)
- Loss Prevention
- Hi-Lo Experience
- Store Management Experience
- Forklift
- Warehouse experience
- Data entry
- Computer literacy
- Customer service
- Microsoft Excel
- Microsoft Word

- Materials Handling
- Load & Unload
- Shipping & Receiving
- Time Management
- English
- Delivery Driver Experience
- Order Picking
- Soldering
- Surface mount technology
- Pick & place devices
- Inventory control

Certifications and Licenses

HiLo certified

October 2013 to July 2022

HiLo certification still active/valid.

Additional Information

Former full time musician, most notably as the guitarist for the band The Verve Pipe from 1993-2002. Also a member of the Screen Actors Guild and a published author for Hal Leonard Publications.