

JOHN M CRONIN

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Professional Summary

Resourceful and quick-thinking Warehouse Lead with over 20 years in warehouse and inventory management. Improves shipping and receiving efficiency and accuracy by applying strong leadership skills. Skilled Material Handler well-versed in warehouse operations, shipping and logistics. Exceptional organizational skills and strong attention to detail. Disciplined warehouse professional knowledgeable about material load capabilities, site analysis and general logistics.

Skills

- OSHA standards
- Deadline-driven
- Material handling
- Team leader
- Hard working and self-motivated
- Inventory management
- DOT regulations
- Hazardous Materials Endorsement
- Current Forklift Certification
- Safe driver
- Proficient in MS Office
- Innovative
- Fast learner
- Material inventory skill
- Shipping and receiving
- DOT, IATA, ICAO and IMDG regulations

Work History

Warehouse Lead Person, 05/2008 to Current

Koch Membrane Systems

- Lead, manage, organize and assign warehouse daily activities.
- Lead and mentor training for warehouse staff
- Supply and maintain a clean and safe working environment
- Measure and post daily work activities
- Manage cycle daily cycle counts
- Participate with year end physical inventory and reconciliation process with accounting
- Safely operate all material handling equipment
- Perform daily safety equipment inspections on fork trucks and power pallet jacks as well as maintain all records
- Pick, pack, ship and prepare both domestic and international orders
- Load and unload trucks
- Perform daily receiving functions
- Put away all finished goods from manufacturing into proper storage locations.
- Prepare hazardous material for shipment including creating and signing all proper documents.
- Move and store hazardous materials to various area.
- Coordinated with freight forwarders to expedite international shipments.
- Redirected shipments en route in response to customer requests.
- Move freight, stock and other materials to and from storage and production areas and loading docks.

Shipping Coordinator, 09/2006 to 05/2008

Cantata Technology

- Accurately selected and prepared all customer orders both domestically and internationally
- Resolve any ordering and shipping issues with appropriate staff and/or customers
- Accurately maintain all shipping related documents
- Order and maintain inventory of shipping supplies
- Managed customer back order reports
- Interact with all levels of management
- Responsible for stocking and updating of finished goods received from production
- Resolve any discrepancies with finished goods inventory
- Received all incoming materials from vendors and customers
- Perform daily cycle counts
- Team lead for year end physical inventory in stock room

Senior Material Specialist/Lead Person, 01/1991 to 06/2006

Creo Americas Corporation

- Conducted semiannual physical inventories including staff supervision, running, freezing and working closely with auditors and internal finance department to reconcile inventory discrepancies.
- Follow up all shipping and receiving activities to ensure receipt of shipments between Creo and various carriers.
- Prepared and shipped both domestic and international shipments ensuring all paperwork was accurate
- Processed customer returns in a timely manner to ensure proper credit to the customer
- Created return material authorizations from customers.
- Purchase and order warehouse supplies and maintained all supply inventory records
- Consistently maintained inventory accuracy at 98% to 99%
- Ensured outbound shipment quality through daily interaction with customers and customer service.
- Process repair orders to outside vendors.
- Reconcile repair inventory discrepancies between Creo Israel and Creo Canada.
- Trained staff on material handling processes to reduce shipping times.

Education

High School Diploma: General Studies, 1991

Melrose High School - Melrose, MA.