

John Gregones

Supply Chain, Logistics, Customer Service

Grand Rapids, MI 49525

jgregones5_36x@indeedemail.com

+1 616 799 4674

Authorized to work in the US for any employer

Work Experience

Logistics Coordinator

DSV Lead Logistics - Grand Rapids, MI

January 2021 to Present

- Track and trace shipments to report progress or delivery to client.
- Create shipments in Blue Yonder Transportation Manager, create BOLs.
- Book shipments with brokers/carriers, consider timeliness and cost.
- Build and maintain receiving schedule for client warehouse.
- Communicate with client, brokers/carriers, and internal departments via phone, email, text, and Microsoft Teams meetings, chats, and calls.
- Divert shipments to external warehouses or cross docks as needed.

Logistics Administrator

Dennen Steel Corp

February 2019 to November 2019

- Create pick lists for Material Handlers.
- Direct Material Handlers to pick, stage, and load (or unload) shipments.
- Monitor/adjust inventory, create packing slips and bills of lading.
- Contact trucking companies to arrange shipments.

Bakery Team Leader

Meijer

2015 to 2019

- Supervise staff to bake, clean, organize, and stock bakery department.
- Create daily and weekly reports to determine production needs.
- Record physical inventories to place orders for food and supplies.
- Train bakery staff as new products and procedures are introduced.
- Reward or discipline staff based on attendance and work performance.
- Maintain regulatory standards and expectations based on corporate policies, Health Department, and Dept. of Agriculture.

Materials Manager

Banta Furniture

2012 to 2016

- Unload shipments. Place/Organize products into warehouse and factory areas. Receive products into inventory software.

- Check quality and accuracy of shipment. Box, pallet, wrap, or otherwise prepare product for shipment. Prepare UPS/FedEx shipments via website. Prepare packing slips and bills of lading for local, LTL, or full truck shipments. Load products into trucks with pallet jack or hi-lo.
- Inventory Control: Perform cycle counts. Investigate/correct variances.
- Monitor inventory levels and send requisitions to purchasing department for manufacturing inventory and supplies.

Inventory Control/Material Handler

Diversified Distribution Systems
2008 to 2008

Assistant Manager

Arby's Restaurant Group
2003 to 2006

Education

Associates in Accounting in Business Management

University of Phoenix
2008

High school diploma or GED

Skills

- Inventory
- Excel
- Shipping
- Forklift
- Word
- Management
- Microsoft Office
- Customer Service
- Shipping And Receiving
- Warehouse Management
- Typing
- training
- Hi-Lo Experience
- Freight Experience
- Restaurant Management
- Warehouse Experience
- Order Picking
- Logistics (7 years)

- Load & Unload
- Materials Handling
- ERP systems (3 years)

Certifications and Licenses

Chauffeur Driver's License

June 1996 to June 2025

Chauffeur endorsement on Michigan Driver's License. Issued by the State of Michigan in 1996. Renewed regularly.

Assessments

Supervisory Skills: Directing Others — Expert

November 2019

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Expert](#)

Customer Focus & Orientation — Expert

December 2019

Responding to customer situations with sensitivity

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.