

JOHN TOVREA

6620 Tenderfoot Ave Firestone, CO 80504

Cell: 720-526-7251

Johnt964@yahoo.com

OBJECTIVE

To grow in a position where I can use my skill set and experience with logistics, inventory management, and incoming inspections. Seeking to leverage my track record of well-honed capabilities and career progression to expand the productivity and output of a larger operation. I'm obtaining the latest knowledge and credentials to earn that next career level.

CAREER EXPERIENCE

CUSTOMER SUPPORT/SUPPLY CHAIN ANALYST, LMS BEARINGS

Promoted to a position involving front office management of inside sales and incoming operational tasks. In charge of identifying customs requirements and tariffs on incoming international shipments that range from small parcels to multi-pallet ocean shipments. Also in charge of international drop shipments to Mumbai, Czech Republic, and China. Duties involve correspondence with prospective and long-standing vendors in China for quotes, delivery of goods, and other day-to-day issues. I manage several accounts which entail combinations of shipping-to-schedule or by customer-approved release. This just-in-time inventory means product orders and inventory control levels which ensure reliability and availability to meet end-user/customer confidence levels.

WAREHOUSE MANAGER/ QUALITY CONTROL TECHNICIAN, LMS BEARINGS

In addition to maintaining long-standing warehouse managerial responsibilities: Help build from scratch an incoming acceptance inspection procedure and Quality Assurance department through a project management approach. Identified and sourced the proper tools for incoming inspections of low-tolerance specifications. Implemented effective procedures and practices for inspecting parts; documented and archived data for all products coming into our

warehouse. Analyzed technical diagrams and converted drawings from Metric to Imperial measuring system. Set up inspection plans applicable to the best way to measure parts before they arrived at our location. I maintained effective communications and strong supplier-customer relationships with our vendors in China while creating “win-win” solutions to all findings and issues.

WAREHOUSE MANAGER, LMS BEARINGS

Promoted to managerial role of all daily warehouse operations. Managed several accounts for outgoing freight including FED EX, UPS, LTL, and local deliveries. Managed workflow and other projects from repackaging/kitting goods to custom laser etching parts with other projects managing temporary laborers. Responsible for meeting deadlines for customer expectations with timely, cost-effective, and error-free shipments. During this time our warehouse stock and handling processes were audited several times as the company changed ownership; our inventory was found to be 99% accurate.

WAREHOUSE ASSOCIATE, LMS BEARINGS

Routine shipping and receiving responsibilities for a multi-million-dollar warehouse. Responsible for daily management of inventory, incoming international shipments, and distribution to local customers. As key personnel within an extremely small company, I was successfully self-motivated and self-managed to get the job done right.

MISCELLANEOUS

Farm equipment and operations, food counter service, restaurant operations, ski lift operator, parts jobber, auto detailer

EDUCATION

CSU GLOBALONLINE (currently enrolled) – pursuing Associates Degree and several certifications in materiel handling, supply chain, and quality assurance

FORT LEWIS COLLEGE – General Studies

LA CUEVA HIGH SCHOOL – Albuquerque, NM

MY ALL-PURPOSE “TOOLKIT” OF SKILLS

- Work ethic and adaptive multi-tasker
- Proficient with MS Office Suite: Word, Outlook, Excel, PowerPoint...
- Organized and punctual
- Able to prioritize competing tasks
- Sees larger context, but with attention to detail
- Project Management approach: phases and milestones; cost, schedule, product, and risk factors
- Process analysis and continuous process improvement
- Responsive: a “team player” with personal responsibility and accountability

PERSONAL PROFILE

Homeowner and motivated provider: a responsible husband and actively engaged father of three.

I work hard to play hard, while keep up with my kids’ school priorities along with extracurricular sports and other activities.

An outdoorsman who enjoys DIY projects and being with friends and family.

Drug-free. Positive background check.