

Michael Thompson

Schenectady, NY 12304

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Professional Summary

I have more than 4 1/2 years' experience in Warehouse Management. Experienced forklift operator able to receive cargo into packing area, report any overage, shortage and damages from that delivery to the appropriate agents or supervisors and follow packing instructions as indicated by paperwork. Experience working with a variety of different materials. Ability to implement and perform p.m.'s for planned maintenance programs. Excellent ability to use hand and power tools applicable to the trade. Ability to read, understand, and follows, safety procedures. Demonstrated ability to follow all written instructions.

Able and capable of lifting 100lbs, can withstand extreme hot and cold conditions. Capable of prolonged physical effort, fast problem solver, ability to respect deadlines and to efficiently interrelate with other workers of the department.

Authorized to work in the US for any employer

Work Experience

General Manager

Johnson Logistics-Albany, NY

October 2022 to February 2023

- Staff Supervision
- Provided onsite training.
- Monitored multiple databases to keep track of all company inventory.
- Fleet Management.
- Responsible for Company controlled Inventory.
- Inventory ordering.
- Weekly Meetings.
- Respond to Emails in A timely manner.
- Monthly Audits
- Forklift Training

Office Assistant 1

Office of the New York Comptroller-Menands, NY

August 2016 to March 2019

- Maintain record of incoming mail
- Ensure delivery of outgoing mails to courier or post office
- Count and record inventory items
- Assist in filing and archiving documents
- Perform data entry activities
- Maintain adequate mail room supplies
- Post shipping labels on packages

- Complete shipping forms
- Arrange for courier services to deliver packages
- Replenish supply of post office forms
- Record postage meter readings on a daily basis
- Purchase postage and ensure postage supply

Warehouse Manager

VIVINT.SOLAR-Latham, NY

December 2014 to April 2015

- Staff Supervision
- Provided onsite training.
- Monitored multiple databases to keep track of all company inventory.
- Fleet Management.
- Responsible for Company controlled Inventory.
- Inventory ordering.
- Weekly Meetings.
- Respond to Emails in A timely manner.
- Monthly Audits

Warehouse Manager

GTECH CORPORATION-Latham, NY

January 2009 to July 2012

- Staff Supervision.
- Provided on site training.
- Monitored multiple databases to keep track of all company inventory.
- Accurately filled all customer orders in a timely manor
- Coordinate all Shipping and receiving activities
- Check and respond to company emails
- Good attendance on conference calls
- Machine Repair - Electrical and Mechanical
- Maintain level of good and/or bad parts
- Send broken parts through RMA

Education

HIGH SCHOOL DIPLOMA

South Colonie Central High School-Colonie, NY

Skills

- Inventory Management (8 years)
- Inventory Control (8 years)
- Fleet Management (3 years)
- Data Entry (8 years)
- Data Management (8 years)

- Staff Management (7 years)
- Word
- Customer Service
- Inventory
- MS Office
- Receptionist
- training
- Billing
- Filing
- Clerical
- Management
- Supervising experience
- Leadership
- Customer service
- Databases
- Forklift
- Warehouse management
- Communication skills
- Organizational skills
- Time management
- Driving
- Van driver
- Moving

Certifications and Licenses

OSHA 10

Additional Information

SKILLS

8+ years of inventory control
8+ years of forklift experience
6+ years of Staff Management