

# Mark Kemper

## **Professional looking for a career change**

Candler, NC 28715

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As I get older, what I am looking for in a career has changed a little. I find looking for what I enjoy is what matters most. Please know if I have applied with you, it is because I think I may enjoy working for you!

Authorized to work in the US for any employer

## Work Experience

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### **Raw Materials/Receiving Supervisor**

Arcadia Beverage, LLC - Arden, NC

May 2019 to February 2022

Conduct a daily review of performance and identification/delegation of immediate issues.

Communicate job expectations and Maintain warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

Determine staffing levels and assign workload.

Design and implement a personalized training program for each new department employee.

Provide forklift certification training.

Ensure inventory transactions' accuracy.

Manage the Inventory Control, Receiving, and Material Handling functions within the Warehouse.

Conduct End of Month Inventory for Raw Materials and WIP.

Maintain items record, document necessary information, and utilize reports to project warehouse status.

Optimize the layout and storage areas for Raw Materials and WIP.

Identify areas of improvement and establish innovative or adjust existing work procedures and practices as necessary to accommodate.

Communicate with internal customers to answer questions or solve problems.

Interact with Customer Service, Quality and Production to proactively address issues.

Perform a monthly assessment of safety, health and environmental conditions existing in the workplace.

### **Receiver**

Arcadia Beverage, LLC - Arden, NC

June 2018 to May 2019

Verified number of raw material(s) received matched the packing slip(s).

Inspected incoming raw material for damage.

Reported any damage to the receiving supervisor.

Received all incoming raw material into the ERP system.

Assigned labels to raw materials to be used in tracking inventory.

Verified inventory levels of raw materials.

Provided oversight for the material handlers and verified they were correctly scanning and moving material as needed.

Trained new department employees.

Scanned and moved inventory from raw materials into W.I.P.  
Worked closely with the purchaser and reported any low inventory so more could be ordered.  
Worked closely with accounting to reconcile any discrepancies with vendors.  
Worked closely with the ERP Coordinator to reconcile any discrepancies with product moving from raw materials into WIP.  
Work closely with the production manager to verify what product will be needed for upcoming production.  
Worked closely with the I.T. department to ensure all computer equipment was in good working order.  
Worked closely with the yard driver to make sure the right product was being brought to the plant.  
Gathered samples to be sent to current and/or potential customers.  
Worked closely with the production leads to ensure the material handlers were keeping production supplied.  
Addressed any issues material handlers may have had with keeping the production lines supplied.  
Used ERP system to investigate, identify, and fix any issues preventing the flow of materials from Raw materials into WIP.  
Conducted cycle counts and reconciled any discrepancies with inventory locations.

### **Production Floater**

Arcadia Beverage, LLC

December 2017 to June 2018

Monitored production and ensured all production lines are up and running.  
Assisted in restoring production lines back to working order, if possible.  
Made sure all critical control points during the production process were correct.  
Ensured correct materials are used during production.  
Relieved operators for breaks.  
Used Radio Frequency scanner to scan raw materials to be used during production.  
Used ERP system to troubleshoot and fix any material's identifying tag that did not properly scan to be staged at production lines and/or staging areas.  
Ensured each pallet had a tag that correctly identified left over amount to be scanned back into its original location.  
Returned left over raw materials to their respective locations.  
Assisted co-workers with any problems they may encounter when using Radio Frequency scan guns.  
Assisted production and warehouse employees with any problems they may encounter when using the ERP system.  
Maintained proper level of raw materials at each staging area.  
Assisted, Mentored, and provided guidance to over 20 co-workers to ensure efficiency and effectiveness.  
Worked directly with the supervisor to ensure the shift ran at maximum efficiency.

### **Customer Service / Forklift Operator**

Oldcastle

2013 to 2017

Advised customers of which products they did or did not need to complete their projects.  
managed the warehouse including sanitation, organization, freight in, freight out, and loss prevention.  
Trained and mentored employees on warehouse procedures, safety practices, efficiency techniques, and how to achieve company goals efficiently and effectively.  
Tracked current inventory levels and communicated inventory levels to sales teams and management.  
Packaged materials for shipment in boxes, or on shrink wrapped pallets.  
Loaded and unloaded customers' vehicles manually or using forklift.  
Inspected incoming freight for damage and discrepancies with paperwork.

Performed minor repairs on warehouse equipment.  
Placed incoming freight in proper locations.  
Adhered to pick sheets and schedules to select product for shipping.  
Attended employee safety meetings.  
Followed all safety rules and regulations.  
Assisted with quarterly inventories.  
Reported safety hazards and equipment issues immediately to direct supervisor, then fixed them, or report to maintenance.  
Obtained and maintain forklift certification.

### **Customer Service / Forklift Operator**

Best Staffing (Oldcastle)  
May 2013 to August 2013

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managed the warehouse including sanitation, organization, freight in, freight out, and loss prevention.  
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### **Quality Control Inspector**

Yez Global, Inc  
May 2012 to March 2013

Used work orders to obtain specifications of parts and work to be done.  
Used measurement tools to make sure parts met specifications.  
Inspected parts to verify conforming and non-conforming units.  
Completed and verified other employees completed non-conformity reports correctly.  
Turned in work reports and non-conformity reports to proper upper management to be sent to clients.  
Managed teams at customer companies and lead teams throughout the inspection process.  
Trained and supervised new inspectors.  
Traveled as a trusted employee to out of town facilities to perform inspections where only one inspector was required.

### **Auto Recycler**

Self Employed  
February 2009 to April 2012

Responsibilities:

Acquired vehicles to be recycled.  
Processed vehicles to ensure maximum revenue.  
Inventoried all parts removed to be sold to buyers.  
Collected daily price sheets and current value of metals.  
Recycled vehicles after being processed.

## **Warehouseman/Forklift Operator**

Interstate Warehousing

July 2007 to January 2009

Used Radio Frequency equipment to track all product.  
Moved all product to pick slots to be picked for orders.  
Verified proper temperature levels of incoming refrigerated freight for compliance.  
Immediately took items from the dock to the climate-controlled storage areas.  
Utilized forklifts, electric pallet jacks, and cherry pickers to safely and effectively relocate items and prevent loss.  
Inspected incoming freight for damage and discrepancies with paperwork.  
Trained and mentored employees on warehouse procedures, safety practices, efficiency techniques, and how to efficiently and effectively achieve company goals.  
Tracked current inventory levels for accuracy and loss prevention.  
Securely packaged materials for shipment on shrink wrapped pallets using wrapper machine.  
Inspected incoming and outgoing freight for damage and discrepancies with paperwork.  
Stocked incoming freight in proper locations.  
Trained other employees on how to stock incoming freight quickly and efficiently.  
Adhered to pick sheets and schedules to select product for shipping using computer software programs.  
Attended employee safety meetings.  
Followed all safety rules and regulations.

## Education

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### **Associates in Arts**

Asheville-Buncombe Technical Community College

December 2017

### **High school diploma or GED**

## Skills

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- FORKLIFT (10+ years)
- INVENTORY (10+ years)
- CUSTOMER SERVICE (10+ years)
- Shipping And Receiving (10+ years)
- Order picking (10+ years)
- Stocking (10+ years)
- RF Systems (10+ years)
- Microsoft Office (7 years)

- Warehouse management (3 years)
- Quality Control (10+ years)
- SAP ERP (4 years)
- Receiving Clerk (10+ years)
- Pallet Jack (10+ years)
- Loss Prevention (10+ years)
- Software Troubleshooting (10+ years)
- Material Handling (10+ years)
- Supervising experience
- Warehouse supervisor experience
- Warehouse supervisor experience (5 years)
- Warehouse management system (3 years)
- Manufacturing
- SAP Warehouse Management
- Project management
- Root cause analysis
- Process improvement
- Databases
- Lean
- Mobile devices
- Food industry
- Communication skills
- HACCP
- CGMP

## Certifications and Licenses

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### **Excellence in Leadership**

May 2015 to Present

Graduated from a certification course on leadership from the National Society of Leadership and Success

### **Certified Forklift Operator**

### **Certified Forklift Trainer**

May 2021 to Present

Vesco Certified Forklift Trainer

## Assessments

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### **Advanced attention to detail — Expert**

July 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Expert](#)

### **Warehouse shift leader — Highly Proficient**

July 2021

Supervising warehouse staff and maintaining safety and security standards

Full results: [Highly Proficient](#)

### **Verbal communication — Proficient**

July 2021

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

### **Advanced mechanical knowledge — Familiar**

July 2021

Understanding and applying mechanical concepts and processes

Full results: [Familiar](#)

### **Supervisory skills: Motivating & assessing employees — Proficient**

July 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

### **Scheduling — Proficient**

July 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

### **Customer service — Expert**

March 2022

Identifying and resolving common customer issues

Full results: [Expert](#)

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