

MATTHEW BARNUM

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DISTRIBUTION SUPERVISOR

Accomplished Distribution Supervisor able to coordinate team members and make sure distribution operations are completed efficiently. Proficient at allocating resources, assigning tasks, recruiting and training staff, managing inventories, storing items, updating records, and monitoring team performance.

AREAS OF EXPERTISE

Forklift Training Certified | Continuous Process Improvement | Team Leader | Analytical | Training Lead
Policy & Procedure Analysis | Stratix | Distribution & Logistics | Vendor Management | Oracle | WMS & ERP Systems

CAREER HIGHLIGHTS

- ✓ Increased Ship on Time from 65% to 95% on time within a four month period.
- ✓ Earned designation of Supervisor Safety Representative from 2015 - 2017

CAREER HISTORY & BUSINESS IMPACT

BORDER STATES ELECTRIC | RECEIVING SPECIALIST | DENVER, CO | 2019-2020

RECEIVING SPECIALIST / LEAD

Provided excellent service across production schedules, work orders, and requisitions assisted with item logistics and distribution.

- Maintained inventory of shipping materials and supplies and ensured customers received products on time.
- Moved materials and items from receiving or production areas to storage or other designated areas.
- Ensured team members aligned with Standard Operating Procedures and executed accurate hour reports.
- PIT Operator and Trainer

MILLERCOORS - NEXUS STAFFING | WAREHOUSE ASSOCIATE | DENVER, CO | 2017-2019

WAREHOUSE ASSOCIATE / PIT OPERATOR

Safely operated Powered Industrial Trucks and provided training.

- Selected orders with excellent quality and kept productivity above production and quality expectations.
- PIT Operator and Trainer.
- Load and Unloaded empty dunnage
- Used Warehouse systems to map out efficient logistic paths.

EDGEN MURRY | OPERATIONS LEAD | HENDERSON, CO | 2015-2017

OPERATIONS LEAD / PIT OPERATOR / TRAINER

Safely led PIT operators to follow SOP, policies, and productivity expectations.

- Handled all receiving, including unloading, verification, put away, and data entry into the ERP system.
- Verified orders and scheduled trucks for pickup and delivery.
- Provided excellent customer service to ensure a superb customer experience.
- Led a team of six through a change management experience by streamlining operations and communication.
- Increased Ship on Time and quality of product and customer experience +30% over a four month period.

MAPCO CONVENIENCE STORE | NASHVILLE, TN | 2014 – 2015

ASSISTANT MANAGER 2014 – 2015

Maintained a positive and professional customer-service oriented approach while supervising the store and working with employees as a team to achieve company goals. Assisted manager in building a sales team from scratch. Coached team members to exceed all previous sales projections.

- Oversaw merchandise levels and maintained standards for the store and employee performance.
- Organized inventory on the shelves, storage room, and the cooler using the first in first out method.
- Delivered the highest standards of customer service, opened and closed the store, ensuring the security of the building.

EDUCATION & PROFESSIONAL DEVELOPMENT

HIGH SCHOOL- DIPLOMA LEBANON HIGH SCHOOL, LEBANON, TN

FORKLIFT, MHE & PIT CERTIFIED

FIRST RESPONDER TRAINING

TECHNICAL PROFICIENCIES

MS Office Suite | WM Manhattan Warehouse Management System | MHE & PIT Certified