

# MICHAEL ALLISON

WAREHOUSE INVENTORY CONTROL SUPERVISOR

## CONTACT

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## EDUCATION

**Completed coursework towards Bachelor degree:**  
**Anthropology**  
William Paterson University

## EXPERIENCE

July 2024 - Present

### Sort Lead

Sentech/UPS, Avenel, NJ

- Adapted quickly to changing priorities in order meet deadlines effectively.
- Monitored progress throughout the day to ensure timely completion of tasks.
- Assisted in developing strategies for streamlining manual labor associated with various sorting activities.

### Inventory Control Team Lead

AES Ahold eCommerce Sales, US

- Maintained accurate inventory records and monitored stock levels to ensure timely replenishment of goods.
- Managed daily operations within the warehouse while adhering to company policies and procedures.
- Developed and implemented processes to improve inventory accuracy, efficiency, and cost-effectiveness.
- Conducted regular cycle counts and physical inventories to verify accuracy of system data.
- Communicated effectively both verbally and in writing with internal departments as well as external partners.
- Ensured compliance with safety regulations related to hazardous materials storage and handling.
- Resolved issues related to discrepancies between physical count versus system data quickly and accurately.
- Performed root cause analysis when investigating discrepancies between actual versus expected stock levels.
- Trained new team members on proper inventory control techniques and procedures.
- Removed damaged or outdated inventory items from store shelves.

- Trained staff in proper inventory management techniques, cycle counting procedures and use of barcode scanning equipment.
- Developed and maintained inventory management policies and procedures.
- Investigated and rectified discrepancies between physical and system inventories.
- Unloaded trucks using forklifts or pallet jacks when necessary.

### **Assistant Receiving Manager**

Pearl Paint Company Inc, US

- Kept clear and concise product sheets, keeping count of the orders that moved in and out of the warehouse
- Supervised Union personnel and kept record of any work injuries or employee suspensions within the company
- Negotiated Union contracts and managed labor relations for contract life expectancy
- Safeguarded and maintained departmental files
- Entered purchase orders and transfers into the inventory management system
- Processed inter-store transfers and performed regular cycle counts
- Trained new hires on using scanners and manual receiving
- Also trained new hires to process cycle counts through the company system.
- Utilized inventory control systems for tracking stock levels, deliveries, and backorders.
- Performed physical inspections of incoming shipments to verify counts and quality against purchase orders.
- Monitored warehouse operations to ensure compliance with safety regulations.
- Conducted regular cycle counts to ensure accuracy of inventory records on an ongoing basis.
- Planned loading schedules based on delivery requirements and available resources.
- Communicated effectively with supervisors regarding any discrepancies found during inspections.

### **Front end Manager**

Home Depot Inc, US

- Processed incoming freight, performed general receiving duties

- Supervised cashiers and performed all key functions and cash functions
- Managed return desk and supervised return desk employees
- Oversee all stores return merchandise.

### **Store Manager**

Staples Inc, US

- Oversaw all store operations
- Merchandising and receiving were all managed
- Merchandise, inventory control, store appearance, store maintenance, and cashiers/cashier's safebox
- Did bookkeeping of the store's finance and kept record of money movement in cash registers
- Handled customer service and oversaw other departments such as returns, cash handling, and general store operations.

## **SKILLS**

- Receiving
- Inventory Control
- Merchandising
- Union Coordination
- Management
- Leadership
- Training
- Access Database
- SCI Dematic System
- IBM Software
- Microsoft Word
- Office 365
- Excel
- Outlook
- Google
- Material Handling
- Analytics
- Heavy Machinery
- Forklift Operator
- Data Accuracy

- Time Management

## **CERTIFICATIONS**

- Food Allergy and Food Safety
- HIPPA Privacy and Security
- NJ Conscientious Employee Protection Act
- Forklift Certification

## **AWARDS**

- AES Inventory Control Employee of the Month, November 2023.