

# Michael Snow

## **Warehouse Team Lead**

Loveland, CO 80537

[m.snowman41@yahoo.com](mailto:m.snowman41@yahoo.com)

3039120803

Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Team Lead**

MKS Instruments - Boulder, CO

January 2015 to Present

Responsible for the day to day scheduling of work load of all warehouse employees. Ensure that the daily cycle counts are performed, logged and adjustments made as required.. I provide a daily excel formatted report detailing at risk revenue and OTD commitments to upper level management. Worked with the 6S champion to create and maintain a lean working environment.

### **Shipping/Receiving Team Leader**

Oncore Manufacturing Services - Longmont, CO

February 2014 to December 2015

Company supports the Aerospace and Defense industries and insured all product was shipped in compliance with ITAR policy and procedures. Delivered product in a timely manner and choreographed company van shipments for sensitive items not authorized to go small package or third party freight.

### **Shipping Department Supervisor**

Eldon James Corporation - Loveland, CO

2010 to 2011

Initial Responsibilities included bringing Eldon James Corp. into export compliance and training individuals about proper documentation flow and procedure regarding international shipments, both import and export. Supervise a team of 3-8 individuals within the shipping department, schedule daily tasks and distribute workloads to ensure all shipments are prioritized and delivered on time. Trained team members in the use of Enterprise IQMS.

### **Shipping Coordinator**

Canon industrial ceramics - Cañon City, CO

2002 to 2009

Responsible for daily operations of the Shipping and Receiving departments, prepare product, verify counts and quality, effectively pack products, and ship worldwide using Fed-Ex, UPS, DHL, and brokers when appropriate. Keep constant contact with customers to ensure a timely delivery, and ensure all documents required for the customer to clear customs are presented and are correct. Schedule shipments as small as \$100.00 to \$500k to worldwide destinations. Maintained open negotiations with freight and cartage companies to ensure the best rates are established and maintained. Ensured proper Incoterms are used and agreed upon by the customer, prepare sales order, invoices, and declaration statements to reflect the original purchase orders, and that all terms and prices are

correct prior to shipping. Responsible for proper Tariff codes (schedule B numbers) are included with product descriptions. Field all calls from customers after the initial sales order is placed, and to seek information needed from other departments to answer questions and address concerns customers may have. Responsible for training and company certifying all employees in forklift and pallet jack operations to OSHA standards, maintaining a 100% plant wide safety record. Started as a basic hydraulic press operator, promoted to Team Supervisor, and then a promotion to Shipping Coordinator.

### **Supervisor**

TASROP Inc - Florence, CO  
2000 to 2002

Responsible for ensuring proper work flow between manufacturing and powder coat operations. Trained new employees in Powder Coat and forklift operations. Meet with customers at their facilities to discuss specific requirements and pricing agreements. Accompany install crews to supervise delivery and installations when necessary. Purchased supplies to maintain constant required levels needed for each department, including raw steels, welding supplies, powder coats, and phosphate coating materials. Preparing invoices and submit to the customer for payment, addressing any concerns and questions the customer may have. Supervise up to 6 people in 2 departments. Started as a Powder Coat Operator and was promoted to Supervisor in one year.

### **Senior Level Final Inspection**

Quantum Corporation - Colorado Springs, CO  
1997 to 2000

The company manufactured digital linear tape drives used with computer servers for database backup. I was responsible for final inspection of the drives prior to shipment to the customer. I trained and supervised 10 individuals in all DLT manufacturing processes. Properly route drives that did not pass final quality inspections to the rework and rebuild departments.. I started as a basic assembler and was promoted to Senior Inspector.

### **Defect and Implant Operator**

Atmel Corporation - Colorado Springs, CO  
1995 to 1997

The company manufactured semi-conductors. I was responsible for defect detection and Implant stage operations. I started as an implant operator and was quickly promoted department team trainer. Resigned to take a better position with the Quantum Corporation.

### **US Army**

Colorado Springs, CO  
October 1989 to September 1994

## Education

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### **High school or equivalent in Business Management**

Denver Technical College  
1997 to 1998

Ponderosa High School - Shingle Springs, CA  
1989

## Skills

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- Shipping Receiving
- Warehouse Associate
- Shipping
- Forklift
- UPS
- International
- Logistics
- Picking Packing
- Team Lead
- Microsoft Office (6 years)
- Excel (3 years)
- Oracle (4 years)
- Microsoft Word (6 years)
- Warehouse Inventory
- Supervisor (6 years)

## Additional Information

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Self-motivated, results-oriented professional with 18+ years of demonstrated success in all stages of manufacturing from basic assembly, defect analysis, testing, final inspection, as well as global shipping logistics. Proven ability to train and supervise in single operations as well as multi-department positions. I am 6 Sigma yellow belt certified and knowledgeable in creating and maintaining a 6S lean working environment.