

MICHAEL WHEELER

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SUMMARY

Results-oriented professional with diverse experience in fast-paced shipping/receiving supervisor roles, warehousing, and delivery capacities. Ability to multitask in a fast paced environment and complete complex projects and assignments with limited instruction or supervision. Excellent communication, interpersonal, organizational and problem solving skills. Able to lift 50 pounds on a regular basis. Extremely flexible and dependable.

EXPERIENCE

2019 - Present

Receiving Clerk, Roth Staffing/CASA Systems, Lawrence, MA

Receive into GP product from vendors

Determine whether material went to receiving inspection, stock or department head

Daily cycle counts

Make runs to the warehouse in Salem, NH when needed

Coordinate deliveries and pick-ups with Fleet Courier

2017 - 2019

RMA Receiver/MRB Clerk, Neurologica/Samsung, Danvers, MA

Coordinate with RMA Supervisor the returns of RMA from customers and field technicians and inquire whether RMA was to be repaired or scrapped

Coordinated with Department heads to determine whether part was to be repaired in house, sent to vendor or scrapped

Coordinated with Shipping and Receiving, the shipment of MRB to outside vendors.

Performed monthly approvals for scrapped material and submit cost to each department head and financing department.

Filled in for Shipping and Receiving department.

2015 - 2017

GP cycle counts once per week for RMA
Shipping/Receiving Supervisor, Yaskawa (Solectria Renewables), Lawrence, MA

Supervised/assigned daily activities to shipping and receiving employees.

Maintained stock order transfers.

Maintained equipment structure and level to accomplish the production mission.

Coordinated production activities with logistics department.

Supervised warehousing and storage of supplies.

Supervised processing of all receiving reports on all shipments received through the warehouse.

2013 -2015 Shipping/Receiving, ErgoMet - Ward Hill, MA

Contributed to shipping/receiving team of up to 5 employees handling a wide range of electronic components.

Back up for team supervisor managing a small group of shipping/receiving/material handlers.

Perform order verification, order picking, packaging and inventory management as well as UPS/FedEx order tracking and bar coding.

2004 - 2013 Shipping/Receiving Manager, 3Dimensional Graphics - Danvers, MA

Contributed to shipping/receiving team of up to 7 employees.

Performed order verification, order picking, packaging, inventory management, stock replenishment and UPS/FedEx order tracking and bar coding.

2002 - 2004 Delivery & Distribution Coordinator, Part-time - Newspaper Dispatch & Delivery - Hudson, NH

Coordinated daily distribution and dispatch for up to 6,000 copies of The Nashua Telegraph and The Wall Street Journal.

2000 - 2002 Delivery & Distribution Coordinator, Part-time - Another Day Shot - Somersworth, NH

Coordinated daily distribution and dispatch for up to 5,000 copies of The Wall Street Journal

EDUCATION

High School Diploma, *Haverhill* High School