

David Mitchell

Objective To utilize my experience to promote growth and proficiently to continue my professional growth within your organization.

Experience 1995 to present Stewart & Stevenson Commerce City, CO

- Warehouse Manager**
- Manage and control over \$3.3 million in inventory.
 - Supervisor and train warehouse personnel.
 - Oversee all aspects of Shipping and Receiving.
 - Maintain and update UPS Computer detailing all shipments incoming and outgoing.
 - Manage LTL Carriers database.
 - Conduct daily cycle counts and annual inventory. Assist locations in the Rocky West with Annual Inventories.
 - Conduct monthly Safety Training with Parts personnel.
 - Train and certify employees within Rocky Mountain Area for Forklift Operations.

1990 - 1995 Zot Pinsetter Denver, CO

- Shipping & Receiving**
- Responsible for incoming/outgoing shipments including out of country shipments and all necessary paperwork.
 - Establishing best rates with truck lines.

1976 - 1990 Minolta Business Systems Denver, CO

- Warehouse Manager**
- Managed and control inventory.
 - Supervised and train warehouse personnel.
 - Established best rates with truck lines.
- Purchasing Manager**
- Purchased all inventory for the Arvada locations including supplies.
 - Created and maintained relationships with all vendors.

Education 1977 Kennedy High Arvada, CO

Skills Knowledgeable with JD Edwards One World, AS400, Word, Excel, Outlook and basic table databases.

Hobbies Bowling, RC cars, and RV Camping.

*References provide upon request