

# Patrick Hutchison

615-779-4815 | psh615@gmail.com

**Hardworking and motivated individual with years of experience in supervisory and operation roles inside of warehouse environments. Driven to gain new workplace experiences and knowledge and an extremely fast learning.**

## Skills

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- Material handling practices
- Order picking and processing
- Shipping and receiving operations
- Safety compliance
- Material handling
- Warehouse operations
- Customer service
- Employee training
- Associate training
- Shipping and receiving management
- Warehouse organization
- Inventory cycle counting
- Loading and unloading
- Team building
- Forklift operations

## Work History

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### Parts Delivery Driver

*MHC Kenworth , McDonough, GA*

*March 2019 - April 2024*

- Delivered semi truck parts to trucking companies and mechanic shops in a timely and safe manner. Maintaining 100% accuracy in the parts being delivered being crucial to our customers being able to get trucks back on the road. All while keeping on schedule and maintaining safe driving habits.
- Pulled parts from warehouse and organized orders that were going out that day. This was the first step in maintaining the 100% accuracy and keeping a good schedule as if a part is pulled wrong it will either be delivered wrong or time will be wasted in the load process to correct a mistake.
- Loaded my truck with the outgoing orders for that day while checking the parts that were being loaded and organized my route for the day based on efficiency while making adjustments for emergency orders for some of our larger customers.

### Warehouse Supervisor

*Floor & Decor, McDonough, GA*

*November 2016 - March 2019*

- Supervised the day to day operations of the warehouse and warehouse associates.

Prepared and opened the warehouse during the week. Unloaded and received daytime deliveries. Prepped and organized outgoing store to store transfers, OTR shipments, and customer deliveries. Assigned and assisted in pulling customer orders as needed. Worked on required safety and operation reports.

- Worked with the Operations Manager in the hiring process of new warehouse associates (daytime and overnight). Trained new warehouse associates in safety, policies, and procedures. In addition to standard training I also took a certification class at Toyota Forklifts that allowed me to certify all store employees in forklift use. This involved teaching the training course, practical use of the forklift, and administering all required test to certify employees for in store use.
- Worked closely with PRO team to make sure we were assisting and providing for our pros to maintain a positive relationship and that they were having no problems or issues that needed to be addressed.

### **Overnight Receiving Supervisor**

*Floor & Decor, McDonough, GA*

*March 2016 - November 2016*

- Supervised operations of all backend/some frontend warehouse and overnight receiving associates. Assigned and instructed receiving associates projects for the night. Worked with closing warehouse associate to finish pulling customer orders after store closing. Worked with department managers on projects they had for their departments. Unloaded DC trucks and placed pallets for floor placement and warehouse placement. Received DC shipments into system to show correct and current inventory. Assisted receiving associates in allocating and placing incoming product. Prepared and cleaned the store for opening each night. Trained receiving associates in proper safety, policy, and procedure. Had daily interactions with the operations manager and warehouse supervisor to discuss operations of the store.

### **Inventory Control Specialist**

*Floor & Decor, McDonough, GA*

*July 2015 - March 2016*

- Responsible for daily cycle counts, which involved counting all merchandise in the store that was on the count for that day. Investigating and correcting any discrepancies that arrived from the cycle count.
- Assisted Operations Manager with loss preventions matters. Assisted department managers with missing product. Assisted customers with inaccurate orders both delivered and orders that were loaded from the warehouse or out the door. All of these situations involved inventory counts, sales/returns review, and camera review to establish where and why the discrepancy happened.
- Occasionally had to run a register, either because of higher than anticipated volume or to cover for a cashier (lunch, late, called out). Also occasionally had to step into a sales associate position to assist customers due to high volume or just an associate not being available at the time.

### **Warehouse Associate**

*Floor & Decor, McDonough, GA*

*January 2015 - July 2015*

- Pulled customer orders. Prioritizing immediate pickups. Worked safely and within all guidelines established in policy and procedures. Pulled orders in an accurate and efficient manner to not only be fast but have complete accuracy in the correct product and quantity while arranging the product to be safely transported by the customer/pick up person or to be

stored in staging racks.

- Loaded customer orders either via forklift or by hand depending on the type of transport while maintaining a safe work environment for myself, other employees, and the customer. Process also involved verifying the eligibility of the pick up person and the accuracy of the order.
- Run through closing procedures when closing the warehouse including pulling all remaining orders and cleaning the warehouse for the opening of the next day.
- Assisted in other areas of the store as needed including restocking product and stepping into a sales associate role to help customers.

### **Warehouse Associate**

*Floor & Decor, Morrow, GA*

*August 2013 - January 2015*

- Pulled customer orders. Prioritizing immediate pickups. Worked safely and within all guidelines established in policy and procedures. Pulled orders in an accurate and efficient manner to not only be fast but have complete accuracy in the correct product and quantity while arranging the product to be safely transported by the customer/pick up person or to be stored in staging racks.
- Loaded customer orders either via forklift or by hand depending on the type of transport while maintaining a safe work environment for myself, other employees, and the customer. Process also involved verifying the eligibility of the pick up person and the accuracy of the order.
- Run through closing procedures when closing the warehouse including pulling all remaining orders and cleaning the warehouse for the opening of the next day.
- Assisted in other areas of the store as needed including restocking product and stepping into a sales associate role to help customers.

### **Location Supervisor**

*Coin Wrap Inc., Memphis, TN*

*May 2010 - August 2013*

- Supervised the machine operators to ensure production goals were met daily.
- Maintained all equipment to ensure they were operating safely and correctly. This involved fixing machines on production lines or swapping them out with spares. Cleaning and rebuilding machines to ensure a sufficient amount of spare machines were available.
- Did required daily and weekly reports. Including safety reports and checks, inventory reports, equipment and supply orders, expense reports, and any other report that was asked for.
- Responsible for hiring new employees. Which involved reviewing resumes, setting up interviews, conducting interviews, making hiring decisions and submitting them to my regional manager. Training new employees in processes and procedures.
- Traveled to locations within my regional managers area which included multiple states to assist in all responsibilities listed above.

### **Machine Operator**

*Coin Wrap Inc., Nashville, TN*

*March 2005 - May 2010*

- Responsible for running a production line and meeting daily quotas. Fill out paperwork with an accurate count. Make sure all product coming out was accurate in quantity. Fix machines

to the best of my ability or with the help of my manager and swap out broken machines with a working spare.

- Participated in a week long course at our company headquarters to learn how to properly maintain equipment needed for production lines.
- Travelled all over our east coast locations to assist in training new employees and running production lines for low producing locations. Assisted the regional manager of said area with identifying issues in the machinery or employees that would cause low production from current staff.

## Education

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High School Diploma May 2004

Station Camp High School, Gallatin, TN