

# Paul Babinsack

## **Receiving Team Manager**

Tarentum, PA 15084

[pbabinsack@gmail.com](mailto:pbabinsack@gmail.com)

(724) 713.6514

To obtain a rewarding and challenging position with a company that actively utilizes my knowledge and skills.

## Work Experience

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### **Receiving Manager**

University of Pittsburgh - Pittsburgh, PA

December 2015 to Present

Responsible for overseeing all receiving of textbooks and general merchandise at the University Store on Fifth. Including matching purchase orders with incoming receipts, monitoring spending within the department and ordering supplies for the store as needed. Direct supervisor of 3 full time associates and multiple student workers. Also various manager on duty functions as scheduled throughout the store. Including opening and closing procedures and customer service for internal and external customers.

### **Shipping Supervisor**

West Elm - Pittsburgh, PA

December 2014 to November 2015

#### Responsibilities

In charge of all shipping/receiving duties. Overseeing and training of a crew of 6 to 8 stock associates. Also various operational responsibilities.

#### Accomplishments

Have succeeded in this position despite management changes and inheriting new tasks within the store.

#### Skills Used

Strong organizational along with solid customer service skills are needed to be successful at this position.

### **Supply Specialist**

Children's Hospital of Pittsburgh of UPMC - Lawrenceville, PA

September 2013 to October 2014

#### Responsibilities

My responsibilities were to order critical care supplies for different assigned departments in the Hospital. Also delivery of those supplies in a timely manner based on what I had ordered or based on specific requests from patient care units.

#### Accomplishments

My greatest accomplishments at Children's was witnessing the amazing work ethic and passion the people there put into what they do everyday. I also feel that obtaining an area of responsibility shortly after my arrival there and following that up with being promoted to a higher profile position in the OR within a years time was a great personal accomplishment.

#### Skills Used

The skills I used at children's were many. I learned early on how important it was to be precise on ordering of critical care supplies. Being detail oriented was a must each and every day. The job was also very physically and also emotionally demanding at times.

### **Receiving Team Manager**

Macy's - Tarentum, PA

September 2004 to October 2013

Tarentum, PA

Responsibilities include supervision of up to 14 associates in the housekeeping and dock departments, loading/unloading of trucks, sorting of merchandise and preparation for the sales floor according to the Macys company standards. Assisted operations manager in a variety of aspects including scheduling, ordering supplies and basic maintenance of the building. Also responsible for insuring that store remains clean and safe for associates/guests.

Order Picker 9/2004 - 3/2005

### **Warehouse Supervisor**

Altmeyer's Home Store - Delmont, PA

September 2002 to September 2004

Responsibilities included supervision of up to fifteen warehouse employees, shipping of merchandise to thirteen stores within the company, daily interaction with the corporate office and store managers, maintaining an accurate inventory standard as well as a safe working environment.

### **Receiving Manager**

Sears - Natrona Heights, PA

May 1998 to September 2002

Managing of stockroom area including overseeing and training of up to 7 employees in the receiving and stocking of a variety of merchandise in a timely manner. Assisting the company in inventory control and management of store in the absence of store manager and assistant. Keeping sales floor neat, orderly and accurately signed.

## Education

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### **High school or equivalent**

Highlands High School - Natrona Heights, PA

June 1997

## Skills

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Shipping, Shipping Receiving, Logistics