

Anthony Robertson

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Professional Summary

Self-motivated professional with passion for excellence. Proven ability to adapt to new surroundings while remaining observant and accurately assessing what needs to be done. Able to employ creative approaches and meet or exceed all designated objectives. Ability to distill complicated information into a clear and concise message for diverse audiences, and ensure that all parties reach desired goals.

Work Experience

Warehouse Shipping and Receiving Lead

Darioush Winery | Napa, CA

June 2022 to August 2023

- Responsible for receiving all deliveries to and from the warehouse.
- Notify recipients of deliveries and stage accordingly. Developing systems for certain regular and repeating deliveries.
- Provide accurate weekly inventory counts on all the following items and deliver them to all essential parties. Including all wine, office, janitorial, and breakroom supplies at Darioush Winery and offices.
- Work with Accounting as a resource for monthly inventory of all wine locations.
- Assist Art + Object Gallerist with merchandise inventory as needed.
- Utilize order fulfillment software to gather essential information on orders, print packing slips, box, label, and mark the orders as shipped.
- Work closely with Maintenance team to maintain intimate familiarity with all estate needs.

Shipping and Receiving Specialist

Wineshipping LLC, October 2019-June 2022 Napa, CA

- Executed daily operations to optimize customer shipments.
- Tracked incoming and outgoing inventory and products.
- Affixed shipping labels on cartons with all shipping information included.
- Communicated with supervisors and coworkers in order to get everything done in a timely manner.

Replenishment Specialist

Wineshipping LLC | Napa, CA

March 2018 to October 2019

- Maintain inventory and stock replenishment.
- Work independently in a fast paced, physically and mentally demanding environment.
- Use an RF gun to locate the stock in the various locations, check out said stock, and then place stock in flow bins in the designated locations.
- Maintained the correct level of inventory to ensure that the chain is replenished in a timely manner to attain positive sales.

Ammunition Supervisor

U.S. Army | Tacoma, WA

March 2014 to February 2018

- Promoted into supervisory position immediately after relocation. Developed and wrote new policies, mentored eight staff.
 - Prepared and trained 25+ members of the military on a variety of subjects.
- Ensuring that all military members met training standards.
- Organized and Facilitated movement of over \$10 million of organization critical assets on time with zero loss in preparation for deployment.
 - Cross-trained members on procedures enhancing ability to do job; members could immediately adapt to last minute changes.
 - Maintained 100 % accountability of assigned equipment in excess of \$750,000.
 - Managed a team of three responsible for the accountability, storage and distributed of over 75 million worth of serialized equipment, ammunition and explosives, military vehicles and individual equipment.

Ammunition Specialist

U.S. Army | Hinesville, GA

October 2009 to February 2014

- Assisted in receipt, storage, issue and inventory of conventional ammunition.
- Performed supply stock control and accounting duties using both automated and manual procedures.
- Preformed modification, destruction and demilitarization on ammunition and explosive components.
- Operated material handling equipment (MHE).

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- Maintained inventory of outgoing shipping items via database entries
- Prepared products for shipment and checked them to make certain they met specifications.

Education

Upper secondary education

Cusumnes River Community College | Sacramento, CA

Valley High School | Sacramento, CA

Skills

- Time management
- Team management
- Microsoft Excel
- Forklift
- Google Docs
- Inventory Control
- Training & development
- Phone etiquette
- Microsoft Outlook
- Safety and Security
- Computer hardware
- Inspecting and maintaining equipment
- Secret Clearance
- Warehouse supervisor experience
- Order fulfillment
- Leadership
- Organizational skills
- Microsoft Word
- Computer skills
- Communication skills
- Computer operation
- Mentoring
- Microsoft Office
- Heavy lifting
- Training and mentoring
- Windows
- Microsoft Powerpoint
- Customer service
- Supervising experience
- English
- Warehouse management
- IT
- Leadership Experience

Military Service

Sergeant | United States Army | United States

August 2009 to February 2018

Certifications and Licenses

Pallet Jack Certification

Forklift Certification

Driver's License