

# Gus Warren

Powder Springs, GA

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+1 404 502 0159

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **E-Commerce/ Inventory Specialist**

Flux Pumps Corporation-Kennesaw, GA

July 2024 to Present

- Pulling, filling, packing and setting up orders to be shipped from the company's ERP system
- Maintain the ability to determine the status of an order at any given time
- Follow any special instructions pertaining to an individual order
- Receive inbound shipments into the warehouse
- Maintain inventory through cycle counts
- Maintain proficiency in computer systems and other technologies as required
- Report any quality or inventory discrepancy issues to the appropriate person
- Communicate positively with customers and colleagues to coordinate pick-up & deliveries
- Operate warehouse equipment safely and efficiently, perform safety checks and report discrepancies to supervisor
- Assist in keeping facility clean, neat, safe and operating efficiently
- Follow all established safety policies and guidelines in a drug-free workplace
- Present a neat & professional image

Associate increase operational efficiency, company profitability and customer satisfaction by accurately and safely receiving and storing materials, as well as picking, packing orders for pickup and shipping.

•Help in managing data in the company's ERP & CRM systems and assists with an array of tasks throughout the warehouse.

- Pulling, filling, packing and setting up orders to be shipped from the company's ERP system
- Verify all stock receipts each day and make sure the document and part number match up correctly.
- Communicate freight rate estimates with regional sales managers.
- Check Sales Force each day to see the numbers for inbound and outbound shipments for each region.
- Use ProAlpha (ERP System) to see all incoming and outgoing shipments for the month.
- Check in and match up serial numbers on each product in the international shipments to make sure it aligns with the serial numbers on the physical documents.

### **E-Commerce/Inventory Specialist**

Gorilla Mind-Boise, ID

July 2022 to June 2024

Accurately and efficiently pick items for customer orders.

- Pack customer orders and assist with the essential functions of order fulfillment.
1. Maintain product inventory through put-away, restocking, and organizing.
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- Support warehouse workflow through various tasks, including bagging product, collecting and baling cardboard, and stocking workstations with materials.
- Execute duties in a timely and efficient manner.
- Understand resources available to locate answers to inventory questions.
- Physically receive merchandise into the warehouse.
- Input orders into inventory system; data entry and inventory control.
- Assist in consolidation of high volume shipments, wrapping, and packaging.
- Assist Marketing, Sales, and Retail teams with packing / unpacking shipments.
- Assist Customer Service with returns, warranties, exchanges, and repairs.
- Assist in other shipping/warehouse duties.
- Keep warehouse organized and clean.
- Performs warehouse activities individually and with a team.
- Including Shipping, Receiving, and Material stocking.
- Process customer orders by locating the product listed on picking sheets and identifying proper quantities listed for each item by style, size and color.
- Rotates inventory using first in/first out (FIFO) protocol.
- Following inventory control management guidelines and documented procedures.
- Process customer orders by locating the product listed on picking sheets and identifying proper quantities listed for each item by style, size and color.
- Rotates inventory using first in/first out (FIFO) protocol.
- Ability to use shipping software programs such as UPS World Ship, FedEx Ship Manager, Sage ERP software, etc.
- Accurately collate packing lists and shipping labels for each order assigned.
- Effectively pick, package and ship products to customers and suppliers according to company process and standards.
- Physically receive merchandise into the warehouse.
- Input orders into inventory system; data entry and inventory control.
- Assist in consolidation of high volume shipments, wrapping, and packaging.
- Assist Marketing, Sales, and Retail teams with packing / unpacking shipments.
- Assist Customer Service with returns, warranties, exchanges, and repairs.
- Assist in other shipping/warehouse duties.
- Keep warehouse organized and clean.

## Skills

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- Citrix
- Ship Station (3 years)
- ERP Systems (4 years)
- Data collection
- ERP systems
- Warehouse management system
- English
- Load & unload
- Freight
- Shopify (3 years)
- Shopify

- Supply chain management
- Computer literacy
- Attention to detail
- Live chat
- Inventory Control (3 years)
- Distribution center
- Windows
- Heavy lifting
- Microsoft Powerpoint
- Customer Service (3 years)
- Oracle (4 years)
- Teamwork
- Handling customer inquiries
- Customer Support (4 years)
- Search engines
- CRM software
- Pallet jack
- Warehouse Management Systems
- Physical inventory counts for inventory management
- Materials handling
- Less-than-truckload (LTL) transportation
- Microsoft Access
- Shipping And Receiving (3 years)
- Freight Experience (4 years)
- Grammar Experience
- Customer support
- Microsoft Outlook
- Microsoft Word
- Microsoft Excel (3 years)
- Document management
- Data management
- Typing
- QuickBooks
- Research
- Data Analysis Skills
- WordPress
- Tableau
- Slack
- Quality control
- E-Commerce (3 years)

- SAP ERP
- 3PL
- Salesforce
- Retail store product knowledge
- Math
- Order tracking
- SAP Warehouse Management (4 years)
- Microsoft Word (2 years)
- Microsoft Office
- SEO tools
- Google Sheets
- Warehouse experience
- Shipping documentation
- EDI
- Problem solving
- Spreadsheet design
- Inventory records
- Microsoft Dynamics 365
- Data entry
- Databases
- Data Warehouse (3 years)
- Order management system
- Data Entry (4 years)
- Phone etiquette
- Shipping & receiving
- Inventory data entry
- Supply Chain (3 years)
- Time management
- Microsoft Outlook Calendar
- Order fulfillment
- NetSuite
- Shopify (2 years)
- Google Docs (4 years)
- Shipping and receiving inventory management
- Invoicing (4 years)
- Stocking
- Purchase orders
- Data entry in Excel
- Communication skills
- Office experience

## Certifications and Licenses

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### **Driver's License**