

Michael Jones

Resume

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Professional Summary

Resourceful and detail-oriented with 11 years of experience in warehouse manufacturing, logistics, and quality control. Proficient in operating forklifts, managing inventory, and utilizing SAP, Deacom and Oracle systems. Possess a strong background in physical education and psychology, with certifications in personal training and essential soft skills.

Willing to relocate: Anywhere

Work Experience

Assistant Manger

Amazon | West Columbia, SC

July 2020 to Present

Overseeing and managing 20-30 employees per shift.

- Forklift Operating (Cherry Picker, Standard, Reach Truck, Clamp Truck)
- Shipping & Receiving
- Scheduler of shipments and load pick up or drop off
- Creating & Signing off BOLs
- Operation of Management Systems/Company portal
- Excel, PowerPoint, MSWord
- Leader of safety pre shift meetings
- Receiving inbound trucks dispatching and clearing trucks off the yard and into docks to be unloaded
- Unloading/Loading a certain number of trucks each week for outbound & inbound shipping orders
- Data Interpretation
- Trailer Inspections/Staging orders
- Travel Team Associate since 2022
- Monitoring lanes of product
- Operating a PRO 225 Top and Bottom label machine
- Unjamming lines
- Data analysis and inventory control/count using SAP, Deacom, Oracle
- Troubleshooting breakdowns and running times
- Quality Control/Inspection of shipments
- Cycle Count

Yard Marshall

Thyssenkrupp | Greer, SC

August 2019 to July 2021

Overnight yard jockey and hospitality checking in truckers and technicians

Scheduler

Quality Inspection

Shipping and receiving orders

Work orders for nightly analysis using SAP

Paperwork check ins, overseeing yard and spots in docks

Strength and Conditioning Coach/Personal Trainer

4 Balance Fitness | Greenville, SC

June 2017 to August 2019

- Developed specialized programs for athletes looking to enhance their performance in specific sports or activities
- Trained Youth, high school and collegiate athletes
- Instructed and demonstrated proper exercise techniques to ensure safety and maximize results
- Motivated and encouraged clients during workouts to push past their limits and achieve optimal performance
- Organized team-building activities to enhance camaraderie and teamwork among players

Picker/Warehouse Associate

Lindstrom | Greer, SC

December 2015 to June 2019

Standing forklift/Picker

Picking parts and filling orders for CNC machinist

CNC Millings

Education

Psychology (B.A.)

Post University | Connecticut

January 2020 to May 2024

Personal Training (Certification)

Greenville Tech | Greenville, SC

August 2015 to May 2016

PHYSICAL EDUCATION (Bachelor's)

TENNESSEE MARTIN | Martin, TN

December 2012 to April 2014

GENERAL STUDIES (GED)

South Aiken High School | Aiken, SC

August 2009 to December 2012

Upper secondary education

Bachelor's degree

Skills

Shipping & receiving HR business partner employee support Developing and maintaining backend systems Attention to detail Forklift Logistics Plant management Profit & loss Intermodal transportation ERP systems Manufacturing Personal vehicle (delivery method) Branding Quality standards in production CPR Supervising experience Spreadsheets Data collection Typing Microsoft Word Materials management Standard operating procedures (SOPs) Employment law in talent management Teamwork Dispatching Microsoft Outlook Cycle counting inventory management Unloading Computer skills Electrical experience Warehouse management Load & unload Truckload (TL) logistics Warehouse experience Maintenance management Talent acquisition Quality control Client communication management Quality assurance Oracle Customer communication Microsoft Office Management Delivery driver experience Inventory management software RF scanner Technical Proficiency Inventory control Manufacturing management Stock rotation management Windows SAP Metrics Reporting Mechanical knowledge Microsoft PowerPoint Route driving Team management Merchandising Order fulfillment Picking & packing Computer operation Industrial maintenance Heavy lifting Warehouse sorting Group fitness Personal training Nutrition Employment & labor law Customer service Employee engagement Analysis skills Operations management Cherry picker Inventory management CNC Maintaining an organized workspace Google Sheets Administrative experience Team leadership Manufacturing company experience Budgeting Materials handling Production scheduling Retail math Driving HRIS Inventory records Schematics Microsoft Excel Client interaction via phone calls Production troubleshooting Maintenance Manual handling Reach truck Google Docs Order picking

Languages

English

Certifications and Licenses

Essential Soft Skills Credential

February 2024 to Present

- Communicating Effectively
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

Work Keys

April 2023 to Present

Forklift Certification

July 2020 to Present

Driver's License

Certified Personal Trainer

Additional Information

Authorized to work in the US for any employer