

THERESA FERRARO

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SUMMARY

Purpose-driven Warehouse Manager with seven years of experience supervising operations. Over 16 years in focussed skills prioritizing multiple tasks and leadership. Seeking a role of continued and increased responsibility..

SKILLS

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|--|--------------------------------|
| Workflow Coordination | Resourceful |
| Shipping and Receiving | Strong Problem Solver |
| Quality Assurance | Facility Management |
| Customer Care | Meticulous Attention to detail |
| Vendor Relationship Management | Strong Leadership Skills |
| Forklift Certified (sit down & stand up) | SAP Knowledgeable |

EXPERIENCE

Warehouse/Receiving Manager, TMG, Oct. 2017-Aug.-2023 Conyers, GA
Coordinated and monitored the receipt, storage and dispatch of goods within the warehouse. Utilized inventory management software to track stock levels and maintain accurate records. Planning and implementing efficient warehousing systems for incoming and outgoing goods. Maintained up-to-date knowledge of safety regulation and ensured compliance with them at all items. Resolved customer complaints related to product quality or delivery issues. Organized regular cycle counts of physical inventory to ensure accuracy of system data.

Quality Control Manager, BARD, Oct. 2017- Mar. 2016 Covington, GA
Ensured all products meet the outstanding quality upon shipping and receiving.

Receiving Clerk, Receiving Clerk Supervisor, BTS Manager WCD Jul 2014-Mar 2016 Suwanee, GA
Helped facilitate the process of scanning all BOL's into a shared drive and preparing for billing. Developed a filing system of all documentation. Oversaw all documents for accuracy. Drafted meeting agenda, supplied advance material and executed following-up meetings and team conferences. Wrote reports and correspondence from dictation and handwritten notes. Facilitated working relationships with co-tenants and building management.

Clerk, Office Manager NFI Oct 2007- Jul 2014 Suwanee, GA
Managed the receptionist area, including greeting visitors and responding to telephone and in person requests for information. Drafted meeting agendas, supplied advanced materials and executed follow-up meetings and team conferences. Designed an electronic filing system and maintained electronic and paper files.

REFERENCES

Available upon request

