

# THOMAS GIBBS

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## OBJECTIVE

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Seeking a long term stable position in the warehousing or manufacturing field.

## SUMMARY OF QUALIFICATIONS

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- Managed several people in a warehouse environment
- Ability to process inbound and outbound shipping
- Manage and coach up to 15 workers in warehousing environment
- several years hi lo driving experience
- several years inventory management

## WORK EXPERIENCE

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**Ebinger Manufacturing**, Brighton, MI 11/2019 to Current

**Purchasing Agent / Office Admin / Warehouse**

- Purchasing products from vendors both foreign and domestic
- Verify inbound product price and quantity accuracy against purchase orders
- Price negotiation with vendors
- Establish vendor co-op programs
- Inventory management
- Cost analysis
- Vendor inquiries
- Data entry
- Order entry
- Order pulling
- Shipping and receiving

**Van Mark Products**, Farmington Hills, MI 04/2019 to 06/2019

**Shipping and Receiving Supervisor**

- Oversee shipping department staff
- Coordinate with production for outgoing product accuracy
- Call shipping companies to schedule pick ups and deliveries
- Set daily task sheets
- Inventory management
- Data entry

**AMC Automation**, Davisburg, MI 12/2016 to 03/2019

**Shipping and Receiving Associate**

- Order pulling for assembly
- Inbound and outbound shipping
- Inventory management
- Data entry
- Hi lo operation

**Evans Distribution**, Melvindale, MI 06/2016 to 12/2016

**Warehouse Supervisor**

- Shipping and receiving
- Inventory Management
- Forklift operation
- Employee Management

**Synergy Installation Solutions**, Wixom, MI 11/2013 to 06/2016  
**Warehouse Manager**

- Shipping and receiving
- Pull product for orders
- Forklift operation
- Organize warehouse products
- Inventory management
- Unload trucks

**Reebok, TN, NC, NJ, IN**

09/2010 to 10/2013

**Store Manager**

- Coached and trained up to 15 hourly employees on sales and customer service
- Increased total yearly sales in last worked location by 18%
- Maintained payroll and made schedules for up to 15 employees
- Actively searched and hired candidates from qualified pool of applicants

**EDUCATION**

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**Law Enforcement**, Oakland Community College, Auburn Hills MI 05/2005

**Collision Repair**, Oakland Technical Center, Clarkston MI 06/2000

**COMPUTER SKILLS**

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**Office Applications:** Intermediate Microsoft Excel, Word and Outlook

**REFERENCES**

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Available upon request