

TOM KOPKA

RECEIVING ASSOCIATE

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 763 568 8098

 11461 Quincy St NE
Blaine MN 55434

Skills

Problem Solving

Adaptability

Ability to Multitask

Strong Work Ethic

Time Management

Handling Pressure

Certification

Forklift

Pallet Jack

Education

ANOKA RAMSEY CC

RESUME OBJECTIVE

Experienced leader with a diverse background in product, processes and equipment. Detail-orientated and efficient with strengths in both leadership and team motivation. Skilled in optimizing operations and implementing policies and procedures utilizing standard work. Knowledge of computers and different applications.

EXPERIENCE

RECEIVING ASSOCIATE

Renewal by Andersen 2020 - Present

- Verify inbound and outbound orders
 - Advise / resolve discrepancies
 - Process inbound material into LN270
- Rvac Project Support - Ongoing
 - Transition of lineals from Murphy
 - Relocating/labeling material in the warehouse for layout changes
- Perform warehouse audits
- Expedite material to supermarket as needed to minimize impact to production

TEAM LEADER

Christopher and Banks 2019 - 2020

- Supervised a team of 25+ members
 - Provide weekly labor report outs
 - Ensure staffing levels support workload; prioritize as needed
- Execute the daily order scheduling, processing and shipping tasks
- First Responder

PROJECT SUPERVISOR

Gilmore Construction 2015 – 2019

- Coordinate material and labor resources for large projects
 - Source best material price / delivery
 - Allocate the appropriate labor necessary to support timeline
- Provide guidance to crew on work procedures, policies and safety standards

RECEIVING SUPERVISOR

Clearfield 2005 – 2015

- Led and managed the receiving team by providing ongoing performance and development feedback
- Responsible for the receipt accuracy of inbound material and timely resolution of any discrepancies
- Supported shipping when needed; prepare outbound orders; package, palletize, complete shipping documents
- Assisted with physical inventory