

Tim Forrest

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- OBJECTIVE:** A shipping management position where skills in warehouse knowledge, employee training, and supervising will result in improved efficiency and profitability.
- QUALIFICATIONS:** Eighteen years of management, twenty years of shipping and receiving, Fifteen years of customer service, employee relations and training, data entry, marketing, sales, detail-orientated, with strong organizational skills. Relationships with multiple freight companies in Denver, working for best rates and customer service.
Microsoft Office, Excel, FedEx Ship Manager, UPS WorldShip, USPS Endicia, & Stamps.com.
- EDUCATION:** University of Colorado, Boulder, Colorado
Bachelor of Architecture, 2008
- EXPERIENCE:** **Shipping Manager, PS Audio, Boulder, June 2014-current**
Managed high volume warehouse with multiple international freight orders to various countries around the world each month, including international paperwork, i.e. commercial invoices (CI) and ship letters of instructions (SLI), and meeting revenue goals of 1 million per month.
Supervised three to five employees depending on work flow, with strict attention to detail to cosmetic inspections of finished goods, cleanliness of work spaces and warehouse, and proper training to improve efficiency and communication. Coordinated with production manager daily, providing product needs to fulfill current orders, low stock quantities, and future Kanban inventory, while working closely with production for special customer requests, advanced replacements, and rush orders. Collaborated in weekly forecast meetings with sales, inventory control, and production.
Responsible for daily domestic and international retail shipping using FedEx Ship Manager and UPS WorldShip programs, monthly inventory counts, year-end full inventory, inventory adjustments and research, inspections of incoming and outgoing inventory, receiving product daily into database, while performing cycle counts periodically.
Shipping Manager, Vickerey, Boulder CO, May 2008-2014
Responsible for all aspects of warehouse functions for three different companies including loading, picking, verifying for accuracy, packing, & shipping orders. Performed quarterly inventory cycle counts verifying correct inventory. Redesigned two separate warehouses multiple times for improved efficiency and work environment; allowing for more product storage, and a better use of limited space. Analyzed product sales and shipping rates using Excel spreadsheets for increased profits and lower customer shipping costs. Duties include supervision, employee training, outbound customer orders, inbound stock orders, inventory adjustments, supply ordering, and warehouse upkeep
- REFERENCES:** Available upon request