

# Timothy Mueller

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## SUMMARY

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Proactively organize, maintain, and streamline work processes. Encourage strong work ethic, leading by example. Recognize potential problems; devise and implement solutions.

## PROFESSIONAL EXPERIENCE

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April 2017 - June 2022

**Warehouse Supervisor**, Gotham Distributing Corporation, Conshohocken, Pennsylvania

- Managed items in ERP system:
  - added and adjusted inventory and prices for incoming merchandise
  - created item numbers (SKUs) for incoming product
  - calculated retail pricing based on several factors
  - provided item attributes as needed when changes occurred
  - maintained receiving logs for incoming shipments
- Held sole responsibility for preparing receiving area for multiple daily incoming shipments via commercial carriers and U.S. Mail:
  - communicated with carriers to schedule shipment arrivals
  - organized and relocated shipping pallets and equipment (NAME THESE)
  - gathered and disposed of unneeded shipping materials
- Received and processed invoices and orders for various vendors; verified packing list against goods received.
- Located and retrieved stock/supplies for various departments.
- Facilities management:
  - ordered equipment and supplies for various maintenance operations
  - coordinated with vendors for pick-up and maintenance of waste/recycling materials
  - operated trash compactor for facility
- Operated forklift throughout large warehouse.
- Utilized shipping software to facilitate outgoing U.S. Mail and commercial carrier shipments.
- Maintained spreadsheets for warehouse item location.
- Created shelf location labeling for product.

April 2013– April 2017

**Buyer / DVD and CD Technician**, Gotham Distributing Corporation, Conshohocken, Pennsylvania

- Sourced product from vendors.
- Created purchase orders via Sage 100 accounting software.
- Generated materials for Alpha Video and Collectables Records product lines, including DVD/CD burning and disc cover artwork printing, utilizing Epson equipment and software.
- Assisted in organizing operation floor shelves for stocking of product.
- Fulfilled and invoiced customer orders.

November 2010– April 2013

**Clerk**, Danny's Adam & Eve, Philadelphia, PA

- Handled cash/credit transactions for customer purchases.
- Assisted in customer service.
- Displayed merchandise for the purpose of generating sales for target items.
- Tallied daily inventory logs.
- Cleaned and maintained customer fitting areas.
- Followed loss prevention/security protocols to detect and deter shoplifting.

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- Verified daily customer receipts.

## **SKILLS**

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Microsoft Word and Excel, SAGE purchasing, inventory and invoicing systems, FedEx ShipStation, Epson disc printing and production, My Label Designer, forklift operation.

## **EDUCATION**

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Grover Cleveland High School, general diploma