

Michael Jon Settlemyre
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QUALIFICATIONS

Forklift Certified by Pepsico until 2021, Storeroom clerk experience,
Proficient in FedEx Manager, UPS Worldship, Commercial invoices/Documents
Trained on Microsoft systems Word, Excel, and QuickBooks
Trained in Inventory Management Systems and warehouse safety procedures
Six Sigma and ISO 9000 Trained, Oversaw 3-6 person crew

EMPLOYMENT BACKGROUND

[Entrepreneurial Helper/Warehouse Associate](#) Fancies and Florals 9/2017 to Present
Manage, document, prioritize, unload and verify product and matching PO's from vendors and resolve any discrepancies, oversee staging and stock locations, help tag and package product for shipping and loading on trucks, work with customers to ensure their needs and questions are answered, and resolve any issues they have. Pick up and deliver product from vendors to trade shows.

[Warehouse Freight Clerk](#) Advanced Materials Tech. 10/2016 - 05/2017
Managed unload/load trucks using various forklifts certified, UPS Worldwide, FedEx Manager and USPS, Created commercial invoices and labels for all shipments. Good math skills to ensure product and PO's match and communicate with vendors to resolve discrepancies, involved in monthly/year end inventories, and maintaining a well organized and safe warehouse

[Warehouse Shipping/Receiving Clerk](#) Phoenix Pumps 06/2013 - 02/2015
Ship and receive high volume orders, ship orders using FedEx Manager and UPS Worldwide systems, Forklift certified in unloading/loading of trucks using various types of forklifts. Can replenish stock with incoming product by using inventory management system, follow work instructions to complete tasks while filling orders using pick sheets, package product properly in to avoid damage, random cycle count checking and resolve discrepancies if necessary by verifying physical counts

[Production Lead Man](#) A.C.I 8/2004 - 03/2013

Oversaw stockroom in which I distributed product in an efficient and timely manner, distributed tools to department leads and documented returns, communicated with each department in meeting their production needs, and worked with hazardous cleaning supplies while initiating product safety. Used ISO 9000 and upgraded to Six Sigma product standards.

[Assistant Manager](#) Multigraphics Corp. 03/1997 - 03/1999

Loaded and unloaded materials to docks, delivery vehicles, Sorted materials and supplies and prepared them according to their work orders, repaired and maintained product equipment, updated inventory maintenance of stocked products, pulled order using production sheets

[Warehouse Manager](#) Polychrome Corp. 05/1990 - 10/1994

Oversaw all warehouse shipments throughout southeastern U.S. and Puerto Rico, coordinated delivery shipments through trucking companies, RF Scanner/ BarCoding Specialist who implemented our system that documented inventories daily, loaded and unloaded trucks using various forklifts, promoted to [Regional S.E. US Warehouse Mgr.](#)

[Packer/Maintenance Supervisor](#) Continental Can Co. 11 years

Load/unload trucks with forklift (certified by Clark Equipment), experienced in running palletizer, shrink wrapper and strapping guns, maintained packaging machines by using preventative maintenance techniques, oversaw 3 person crew and delegated work assignments, truck scheduling and calculating product waste from daily product schedules

EDUCATION

Clarion University Clarion, PA. Received 89 credits toward a degree in Meteorology

Central Arizona College Casa Grande, AZ Small Business Management Certificate

Oil City High School Oil City, PA. Diploma