

David H. Smith
1276 Belvidere Rd
Belvidere, IL 61008

Phone: (815) 236-8385
E-mail: dhshool2000@yahoo.com

I have over 20 years experience in warehousing, inventory control, distribution, and shipping/receiving. I have over 8 years experience in customer service and/or sales. I have over 6 years experience in the data imaging / management field. I have 17 years experience at the supervisory or management level, with an additional 6 years as a lead man/team leader. I have over 7 years experience in production/manufacturing. I also have some sales experience.

I have been operating forklifts for over 25 years. The following are forklifts I have passed certification for: (electric) Raymond (stand-up) reach trucks, Caterpillar & Komatsu (sit down) T-50, T-70, and (propane) T-150 and T-200. I have taken the following company sponsored educational programs: hazardous materials shipping, statistical process control, train the trainer process control, and train the trainer forklift safety, among others. I have a clean Illinois driving record (I have never had a moving violation).

I have over 20 years of computer experience. I have over 20 years experience with Windows and 6 years experience with UNIX operating systems. I am proficient with Microsoft Word and Microsoft/Excel. I am proficient or very familiar with: Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Lotus Notes, Evosus, Counterpoint, ShipStation, FedEx, USPS, & UPS online, and various other software. I have been involved with the development and implementation of programs and custom reports for inventory, staging, and shipping purposes.

I am a self-starter, a very fast learner and am equally suited to working independently or with others. I excel at multi-tasking and love working under pressure, performing better under those circumstances. I have the ability to break down a process and develop efficient ways of completing a task. I am a team player that works my way "up the ladder" to a position of greater responsibility and trust. I have a "whatever it takes" attitude, yet always maintain my sense of humor and easy going nature. I have met or exceeded employer's expectations at every place and position I have been. I am used to working up to 70 hour weeks for months at a time.

Work History

JUL 6, 2006-Present WAREHOUSE MANAGER / INVENTORY CONTROL / SHIPPING & RECEIVING, ARVIDSON'S POOLS & SPAS

I am the first person to hold this position in their (now 60) year history. Reporting directly to the owners; I have greatly reduced inventory losses with combinations of procedures, software addendums, policies, organizational skills, hard work, and "tricks of the trade", from both my prior experiences and my own ideas. Starting from scratch; I transformed the warehouse space into an organized, safe, well labeled, and functional environment that makes for easier restocking, cycle counting, and order picking. I oversee 1-3 employees as well as maintain the warehouses. I order all of the warehouse "stock" items, as well as the more common parts and accessories. I am responsible for shipping via Amazon and E-bay accounts, as well as their own web site (Shopify); resulting in 5 – 130 shipments per day. My duties include: Staging and picking orders, loading and unloading trucks, providing stock for 3 retail stores, as well as 10 service trucks and the construction division, inventory control, ordering and maintaining stock levels, appointment setting, purchase orders, shipping/receiving, order receipting, transferring stock, bar coding items, running various inventory reports, cycle counts, inventory adjustments, customer service, fork truck, general housekeeping, and building and grounds maintenance.