

# Dennis Whitmire

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## CAREER OBJECTIVE

Hard-working professional with proven communication, leadership, and problem-solving skills. Aiming to leverage my abilities to successfully fill the Warehouse Manager, Sales Representative, Truck Driver role at your company. Frequently praised as quality-oriented by my peers, I can be relied upon to help your company achieve its goals.

## WORK EXPERIENCE

### **TRISUPPLY COMPANY, Loves Park, IL**

*Warehouse Manager, Mar 2003 – Present*

- Enforce safety rules and regulations.
- Plan work assignments and equipment allocations to meet transportation, operations or production goals.
- Confer with customers, supervisors, contractors, or other personnel to exchange information or to resolve problems.
- Direct workers in transportation or related services, such as pumping, moving, storing, or loading or unloading of materials or people.
- Resolve worker problems or collaborate with employees to assist in problem resolution.
- Review orders, production schedules, blueprints, or shipping or receiving notices to determine work sequences and material shipping dates, types, volumes, or destinations.
- Recommend and implement measures to improve worker motivation, equipment performance, work methods, or customer services.
- Interpret transportation or tariff regulations, shipping orders, safety regulations, or company policies and procedures for workers.
- Explain and demonstrate work tasks to new workers or assign training tasks to experienced workers.
- Recommend or implement personnel actions, such as employee selection, evaluation, rewards, or disciplinary actions.
- Plan and establish transportation routes.
- Assist workers in tasks such as coupling railroad cars or loading vehicles.
- Drive vehicles or operate machines or equipment to complete work assignments or to assist workers.

### **TRISUPPLY, Loves Park, IL**

*Sales Representative, Mar 2003 – Present*

- Answer customers' questions about products, prices, availability, product uses, and credit terms.
- Recommend products to customers, based on customers' needs and interests.
- Contact regular and prospective customers to demonstrate products, explain product features, and solicit orders.
- Estimate or quote prices, credit or contract terms, warranties, and delivery dates.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Provide customers with product samples and catalogs.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Arrange and direct delivery and installation of products and equipment.
- Forward orders to manufacturers.
- Check stock levels and reorder merchandise as necessary.

## **EDUCATION**

*Jefferson High School*

*Rockford, IL*

*High School Diploma (Jun 1988)*

## **CREDENTIALS AND LICENSES**

- Forklift Operation License
- Hazardous Materials Training
- CDL License-In Progress

## **REFERENCES**

*References available upon request*