

MATTHEW BELL

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SKILLS

Remarkable knowledge of machines and tools, including their designs, uses, repair, and maintenance. Great ability to apply engineering principles, techniques and procedures. Adequate knowledge of warehouse management system (WMS). OSHA Certified Forklift Operator. Proficient in Microsoft Word, Excel and Outlook.

EXPERIENCE

2016-Present MarinoWare South Plainfield, NJ
Warehouse Supervisor

- Oversee all aspects of logistical operations including truckload planning, shipping, receiving, picking, packing, scheduling, dispatching and accurate recordkeeping for 6 direct reports.
- Provide a safe working environment, adhering to Health, Safety and Environmental procedures and ensuring they are understood and practiced by the team at all times.
- Perform cycle counts, and utilize computer to track shipments and inventory. Document distribution flow, track shipments using proprietary database. Operate forklift, hand truck, pallet jack and other warehouse equipment.

2012-2016 ParkSite North Brunswick, NJ
Warehouse Lead Associate

- Prepare and process a wide variety of shipments, pull and package merchandise. Receive, unload and place incoming inventory items appropriately. Check, verify and fill customer invoices in a timely fashion. Inspect products for defects and damages. Examine incoming and outgoing shipments. Organize warehouse space.
- Load and unload trucks, perform cycle counts, and utilize computer to track shipments and inventory. Document distribution flow, prepare mailing labels and track shipments using proprietary database.
- Ability to operate forklift, hand truck, pallet jack and other warehouse equipment. Adequate knowledge of warehouse management system (WMS).

2007-2012 Macy's Logistics & Operations Secaucus, NJ
ICQA Supervisor

- Lead and supervise associates in inventory control and quality assurance. Responsible for the direction, coordination and evaluation of the operation. Assign, direct work and train associates.
- Review and analyze customer defect data. Develop action plan to reduce defects of data. Develop action plans that increase quality, inventory accuracy and service. Partner with Managers in the communication of policies. Ensure compliance and consistency for policies and procedures surrounding inventory control and quality.
- Plan and execute cycle counts in each area of the facility. Establish and maintain inventory handling procedures. Plan and identify root causes of inventory deviation

through cause and effect analysis.

- Set meeting and operational goals; strategic planning; appraising performance, rewarding and disciplining employees. Develop standard operating procedures in order to keep pace with the growth and challenges of an extremely deadline-driven environment.