

JOHN DOE

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OPERATIONS MANAGEMENT DIRECTOR – DISTRIBUTION & LOGISTICS

Highly innovative and effective Director of Operations Manager specializing in distribution and logistics. Offering an array of critical skills in labor management, quality assurance, change management, leadership, facilities management and accurate data tracking. Consistently credited for effective management and trusted with additional responsibility. Proven track record of success in managing large distribution centers and ensuring efficient results across widespread operations. Demonstrated proficiency in partnering with leadership to maximize employee production.

Core Competencies

Supply Chain Tracking • Inventory • Contract Negotiation • Employee Training • Results Oriented • Profit/Loss Analysis
Cost Effective • ERP • Logistics • Warehouse Operations • Product Distribution • MS Office • Change Implementation

PROFESSIONAL WORK HISTORY

DIRECTOR OF OPERATIONS | ABC Cabinetry Inc., City, XX, (2016 – Present)

Responsible for managing a 100,000 square foot distribution center that services five local and out of state sales locations with a team of 40 associates from over ten departments.

- *Implement continuous improvements to drive cultural change and ensure all key performance indicators are met.*
- *Work closely with national sales team on forecasting, budgeting and reporting to ensure efficiency.*
- *Define training and development programs to confirm safety rules are followed and provide employee coaching.*

SUPPLY CHAIN ASSOCIATE LEADER (DISTRIBUTION MANAGER) | 123 Company, City, XX (2013 – 2015)

Responsible for managing a 120,000 square foot Satellite Warehouse with a team of 30 union and non-union Associates.

- *Performed Lean Six Sigma Kaizen Event that increased efficiency by 10% by redesigning warehouse product layout.*
- *Guaranteed Environmental and Global Control Standards were met during execution of operational financial plan.*
- *Saved \$30,000 by coming in 3% under 2014 Operational and Labor Plan as part of \$2 million operating budget.*
- *Improved productivity via accurate forecasting, streamlined scheduling and effective profit/loss management.*
- *Reduced warehouse inventory shrink by 39% over previous year.*

PACKAGING MANAGER | BBB Inc., City, XX (2007 – 2012)

Responsible for managing all aspects of a 24/7, 750,000 square foot production, warehouse and distribution facility that employs a team of 300 union and non-union division workers.

- *Designed new Production Team process that yielded significant cost savings and increased productivity by 30%.*
- *Installed new Production and Distribution Control System that reduced planning time by 80%, increased on-time delivery reliability by over 30% and reduced errors in shipping and receiving by over 50%.*
- *Managed several capital projects that totaled over \$7 million in a two-year period.*
- *Enforced new safety program that led to 25% reduced waste, 70% reduced lost-time accidents and 90% reduced OT.*
- *Proposed cost saving initiatives on controllable line items, negotiated vendor contracts and developed RFPs as part of \$10 million annual operating budget.*

EARLY CAREER SUMMARY

Insurance Agent Contractor, 123 Agency, 2011-2013

Owner and Agent, ABC Insurance, 2005-2008

Distribution Operations Manager, BBB Solutions, 2000-2005

Senior Operations Manager, XYZ Bank, 1997-2000

Operations Manager, Chicago 123 Group, 1985-1997

EDUCATION AND RELEVANT COURSEWORK

BACHELOR OF ARTS – BUSINESS ADMINISTRATION / BUSINESS MANAGEMENT, AAA University, City, XX

Marketing Coursework, 123 University, City, XX

Entrepreneurship, College of ABC, City, XX