

## Objective

To secure a challenging and rewarding position within an organisation where integrity, hard work and high achievement is acknowledged.

## Skills & Attributes:

- Google Analytics Experience
- Knowledgeable around SEO
- Logistics co-ordination, planning, forecasting
- Financial planning and budget preparation.
- Have a can do attitude and highly motivated.
- OH&S & dangerous goods compliance
- Experience with imports and exports
- Qualified & meticulous in all types of inventory management
- Proficient in the use of freight management systems such as IFS, Eftpos individual carrier software and an overview of SAP
- Process and workflow strategies and planning
- Strong people development skills & organizational skills
- Excellent Software computer skills – Pronto, Microsoft Office and Freight forwarding software eg Toll Ipec, Absolute, Star Track, MacCarthers, Australia Post and Victorian Express IFS and many more
- Experience with a variety of scanners and WMS systems
- Honest & hard working with a methodical and focussed attitude to work.
- Analytical and problems solving skills
- Exceptional people management skills
- Ability to be flexible when changes need to be made & implemented
- Strong Freight and carrier management skills.

## Education

Currently studying Full Stack Web Development – Academyxi University  
Diploma of Logistics Management (Warehouse, Distribution & Supply Chain Management)  
Diploma of Business Management (Warehouse, Distribution & Supply Chain Management)  
Certificate IV In Transport & Distribution (Warehousing & Storage)  
Completed the following subjects at IT&T  
A+ Certification  
MSCE – Windows 2000 Professional & Server  
Cisco (CCNA)  
Successfully completed Certificate 2 in Information Technology at Victoria University

## STUDYING – FULL TIME - Course is Part Time Monash Uni Coding Bootcamp

Full Stack Web Development – Monash University  
Covering the following areas:

- |   |                                       |
|---|---------------------------------------|
| • Computer Science – JavaScript   | • API Interaction – API / JSON / AJAX |
| • Server Side Development   | • Databases – MySQL & MongoDB         |
| • Deployment / Command-line fundamentals  | • Quality Assurance                   |
| • Browser based technologies – HTML / CSS / JavaScript / jQuery / Responsive Design, Bootstrap, Handlebars / Local storage, Session Storage, IndexedDB & React.js |                                       |

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**Employment:**

April 2020 to July

**Drake International/Paradigm**

Engineering the end result to drive efficiency and reduce costs. A unique blend of consultancy and actionable insight.

Position:

**Site Supervisor**

- Understand the fabrication and assembly process
- Ensure OH&S compliance and uphold a strong safety culture
- Manage warehouse and yard operations
- Undertake quality control check on manufactured goods
- Manage a production scheduled to ensure on time delivery and production targets met
- Manage & lead a team of 20 employees
- Monitor waste & maintain housekeeping
- Undertake active involvement in the audit process
- Undertake active involvement in any customer complaint issues

*Achievements*

- Streamlining and creating a team-oriented environment
- Never missing production guidelines ensuring plant is continually run uninterrupted,
- Educating and creating a safe work environment, implementing processes.

July 2015 – Current (Part Time Role)

**Lizandez Pty Ltd – Self Employed**

Lizandez is an online retail store selling a range of genuine leather quality bags. The range of bags includes women's range of handbag & purses, Men's leather bags and wallets together with the comprehensive range of business bags and travel bags.

- Plan, draft & design of the Online Store
- Contract Management & implementation of Web design company
- Implemented an inventory management process
- Implement and introduced efficient freight management
- Setup of new suppliers
- Formulated business and ecommerce strategies
- Business management planning and implementation

Whilst this is a joint business venture, it was determined early in the concept planning that my skillset was better suited to establishing the business, having previous experience with online applications, developing an inventory system etc.

With the business now in operation and all systems in place, it is the right time for my wife to take over the fulltime running & management of the business whilst I return to the workforce.

October 2013 to July 2015

**Educating Kids**

Educating Kids specialises in servicing products to the Early Childhood industry.

Position:

**Warehouse Manager**

Engaged to manage warehouse functionality and instil best practice.

**Responsibilities**

- Management of all warehouse functions.
- Redesign warehouse layout to implement efficient pick and pack processes.
- Organised and introduced processes and guidelines to protect inventory integrity
- Establish KPIs to ensure customer service and quality targets are exceeded.
- Implement and introduce efficient freight management.
- Source & negotiate new logistics providers.
- Staff training associated with best warehouse practice and management of efficient workloads.
- Improve warehouse functionality and communication in order to support sales, customer service and on time delivery.
- Experience with container loading / unloading, receipt and despatch.
- Ensure OH&S compliance in all warehouse functions including safe operation of forklifts.
- Offer advice and direction around the logistics operations.
- Organising logistics associated with the fit outs to new childcare centres.
- Providing solutions in formulating a business model to best suit the individual departmental interaction with the logistic arm of the business.
- Project team and provide training around vital changes to the business to bring about positive change and that fosters team environment.
- Oversee and manage 3<sup>rd</sup> party warehousing in addition to central warehouse operations.
- Organised the relocation of the central warehouse operation from Tullamarine to Sunshine.

**Achievements**

- Reorganised warehouse inventory to improve integrity.
- Introduced new freight carrier and support network to improve service levels and bring about cost saving for fit outs and standard deliveries.
- Overall warehouse efficiencies improvement.
- Improved on time delivery.
- Implemented OH&S standards procedures which were non-existent on commencement
- Provided all necessary tools required in order to operate an efficient warehouse.
- Implemented warehouse staff training programme.
- Planned, designed and successfully implemented the redesign of a new warehouse facility.
- Successfully completed the relocation of the warehouse from Tullamarine to Sunshine.

April 2013 to October 2013

**Michaels Cameras (6 month contract)**

Michaels Camera store is Australia's No 1 Camera, Video & Digital store which incorporates a number of businesses, retail sales, web based sales, Corporate division and Insurance claims.

Position:

**Logistics Manager**

Engaged to bring the Warehouse Logistics up to best practice

**Responsibilities**

- Review and development of a warehouse management system
- The Introduction of scanning technology
- Warehouse layout and planning
- Introduce processes and guidelines that protect inventory integrity.
- Automated software functionality to create efficient work flow.
- Introduction of stocktake & cycle counts centred around audited approved guidelines.
- Organisation of inventory to create efficient and best practise work flow.
- Introduction of warehouse KPI reporting.
- Overall freight management improvements & logistics
- Staff training associated with changes, planning and organisational workloads.
- Improve warehouse overall functionality to support sales, customer service and on time delivery.
- Software Innovation around business specific services.
- Team orientated communication between all departments.

2012 to 2013

Temp assignments worked Spotlight, Ceva, and Patricks.

March 2011 to Feb 2012

### **Saf Holland**

SAF-HOLLAND specializes in coupling, lifting, and suspension systems for trucks, buses, tractors, and trailers. SAF-HOLLAND products are sold and serviced under the SAF and Holland brand names from over 4,600 distributor and OEM locations around the world.

Position:

**Warehouse & Distribution Manager**

### **Responsibilities**

- Maintaining the warehousing and distribution operations, including overseeing the responsibilities of 12 direct reports, recruiting, training, scheduling and assigning employees and following up on work results.
- Updating of work orders through MRP and release of client orders
- Ensuring the accurate & timely delivery of products – 99% On time delivery
- Project planning & implementation
- Management of freight carriers
- Inventory integrity management
- Managing OH&S guidelines & implementation
- Responsible for monitoring the quality, quantity and cost of goods.
- Responsible for a variety of reporting from error management through to freight costing.
- Assisting in applying Lean Manufacturing principles to warehouse operations
- Responsible for interstate stock transfers
- Management of pronto and work allocation.

### *Achievements*

- On time delivery moved from 90% to 99% for the Warehouse.
- Improved Order Picking process by 100%
- Improved Inventory Integrity by 3%
- Maintaining same productivity levels with 25% reduction in Head Count.

Sept 2008 to Sept 2010

### **Waivestar Group**

Waivestar Group provides an outsourcing of Logistics, 3PL, Procurement, retail, FMCG point of sale, campaign promotions, and promotions for businesses' non-core activity.

Position: **Warehouse Manager**

Responsibilities:

- Managing the Warehouse and Campaign Department, including all warehouse operations encompassing staff, OH&S, storage, fulfilment, archiving, stocktakes, inventory management and freight logistics management
- Warehouse Planning & Organisation
- Change Management
- IFS Freight management software & WMS Management.
- Effective management of distribution operations
- Managing imports/exports
- Providing analytical and problem solving strategies.
- Providing leadership & mentoring role to staff including identifying and implementing appropriate staff development programs
- Implement appropriate work schedules over the short and medium term
- Warehouse reporting, including statistical, financial and budget planning
- Engagement of new staff and ensure staffing levels appropriate for operations.
- Providing excellent customer relationship building and customer service.

#### *Achievements*

- Reduced Stock Take variances from 35% To 0.05%
- Reduced stock take costs by 25%
- On time delivery was 99.9%
- Increase in sales by 10%
- Increase in overall productivity by 95%
- Reduced Freight costs by 3.5%.

#### **2001 – 2008 - Variety of Warehouse Distribution Managers / Supervisors roles**

Employment during this time include the following:

- Henry Schein Halas Global Fortune 500 Company
- Lenoxx Electronics (Electrical Goods, Retail)
- Toll Ipec

#### **Licences**

Motor vehicle

Fork-lift – LF-LO

Order-Picking Fork-lift

#### **Verbal References**

Available on request