

KEVIN DIMARCO

INVENTORY AND ADMINISTRATIVE SPECIALIST

CONTACT

 647-339-5742

 kevin.j.dimarco@gmail.com

EDUCATION

Computer Science

Sheridan College (2018-2020)

- OOP – Java
- Web Development
- Computer Math
- Data Communications and Networking
 - User Interface Design
 - Linux/Unix Administration
- System Development Methodologies
 - Computer and Network Security
 - Project Management
- RDBMS Application Development
- Mobile Web-Based Applications
- Data Structures and Algorithms in C
 - .NET technologies using C#

Business

Fanshawe College (2014-2016)

- Accounting
- Business Math
- Marketing
- Excel for Businesses
- Financial Math
- Customer Relations
 - Economics
- Business Statistics
- Financial Management Applications
 - Strategic HR Management
 - Small Business Ownership
 - Business Law
- Sales, Marketing, and Digital Channels

EXPERIENCE

Laser & Cutter Operator

Innovative Displays (2019-2020)

Controlling and overseeing the warehouse on afternoons and night shifts. Maintaining inventory organization and clean up. Ensuring orders are ready for pickup or delivery at the agreed upon time. Helping manage print and cuts of products for large events including Arnold Schwarzenegger Sports Festival.

Creating 2D and 3D models in Adobe XD and Adobe Illustrator to pass to our cutting machines. Utilizing the Trotek laser cutters and Esko Kongsberg cutting machines to cut different materials to customers specifications. Managing cuts in x, y, and z coordinates for all materials. Conducting fine engraving work on fragile materials.

Logistics & Inventory Administrator

IKEA (2017-2018)

Supervised a team of 8-15 warehouse employees conducting loading/unloading of trailers, doing replenishment/put away reach work, and picking products. Held vital superuser position in system upgrade from Astro M2 to Astro O2. Gave constructive feedback and input on user stories about switch from text-based system to the new graphical user interface that was implemented into the final product. Developed in-depth training manuals for complex tasks within the administrative role.

Managed physical cycle counts of the entire warehouse with roughly a quarter million pallet locations. Utilized scissor lift for inventory cycle counts in upper racking locations. Tracked down inventory discrepancies to correct mispicks and return physical counts to match system counts. Utilized SQL queries to fetch data from the inventory database to create readable graphics and charts for management.

Coordinating with suppliers and transport to manage all inbound and outbound deliveries. Drawing up customs paperwork for cross-border deliveries. Drawing up bill of lading and pallet paperwork for each outbound delivery. Closing paperwork from completed orders and releasing fresh orders for coworkers to pick in the warehouse.

Warehouse Associate

IKEA (2016-2017)

Operating multiple forklifts with built in tablets running Astro M2 and Astro O2 operating systems. Navigating and organizing the three-quarter of a million square foot warehouse. Maintained operator safety protocols while driving vehicles through the cross connecting aisles.

Utilized the order picker to navigate the warehouse, picking and packing orders for customers. Consistently maintaining a minimum 30 picks per hour KPI. Operated the Crown reach lift to put away packages into the seven-location tall racking system. Pulled down full pallets to replenish products locations for the order pickers. Unloaded and loaded shipping trucks by driving the Crown counterbalance lift. Managed all three lifts during this time without incident or dropped product.