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| Edward villalobos jr  |  | | --- | |  | | EdwardJr05@yahoo.com | |  | | (210) 413-5729 | |  | | Objective Warehouse, Inventory and Dispatch Supervisor searching for a company/position, where I can utilize my skills and experience to support, company growth, success and leadership. | | Skills Dispatch Knowledge and Management, Logistics and Operations Management, Shipping and Receiving Knowledge and Management, Warehouse Inventory Control and Management, Relationship Management, Leadership Development, Office Management, Proficient in Microsoft Office, Interpersonal Communications, Problem Solver, Risk Management and Assessment. Certified Forklift Operator and Forklift Certifier, | |  | |  | | --- | | *related work experience*warehouse, dispatch and inventory supervisor for famsa furnitureFrom 2009 to Current  * Led a team of 20+ employees and managed the receiving, stocking, item slotting, order selecting, shipping, and efficiency of the warehouse as well as prepare the next production for the next day’s shift. * Worked side by side with my team to assure the proper handling of any issues, concerns, and goals within the company. * Train employees on pit equipment such as forklifts, cherry pickers, pallet jacks/riders, and other various equipment and machines. * Assisted in the training and management of small groups of inventory employees to help maintain the 3-million-dollar inventory for the warehouse with the use of lift equipment also including cycle counting, and quarterly inventory. * Participated in monthly safety meetings as a member of the committee to ensure the safety of the warehouse and its employees. * Promoted from Inventory Associate to Inventory, Dispatch and Warehouse Supervisor. * Work with Contractors to program delivery of freight from Main Distribution Center to other Distribution Centers as well as stores. * Trained a small team of Dispatchers to schedule the day’s workflow, schedule deliveries both local and intrastate as well as customer pick-ups. * Negotiated rates with 3rd party contractors and representatives to control and reduce costs of operations, freight and white-glove delivery services. | | *Education*Degree / Date EarnedDillard McCollum High School 2000-2004:High School Diploma - 2004 Palo Alto College 2013 to 2014:  40 College Hors towards an Associate of Applied Science in Kinesiology and Education. Made the Dean’s List for All A Honor Roll.  Palo Alto College 2019 to Current:  Working on a Degree for Associate of Applied Science in Computer Programming. | | *Volunteer Experience or Leadership* Attended a Crown Forklift Certification Program that allows me to train and certify employees in the operation forklifts.  Attended a course that teaches how to use and program computers.  Coached a Summer High School Baseball Team which enabled me to improve my communication and leadership, as part of my internship for my Kinesiology Degree. | |