

# JACOB G. BOWE

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## SUMMARY OF SKILLS AND QUALIFICATIONS

- Extensive knowledge of warehousing, shipping and receiving, strong organizational skills
- Insightful commitment to positive communication. Strong interpersonal and time management skills
- Willing to take on new challenges within demanding deadlines with progressive results-oriented performance style. Self-motivated, adaptable, loyal team player with strong work ethic
- Experienced stand-up and sit-down forklift operator and scissor lift

## WORK EXPERIENCE

### Receiving Lead

**KBM Commercial Floor Coverings Inc. Calgary, AB 2016 – 2018**

*One of Canada's leading commercial flooring providers. Trained in Receiving, Shipping & Inventory Control.*

- Coordinated between Contractors and Materials Coordinators and Project Coordinators
- Utilized Sage 300 ERP to manage inventory, track orders, coordinated reports, developed receiving information. Data entry using Smartsheet and Microsoft Excel
- Identified, tagged and located goods for inventory control. Verified Receiving and identification of materials including make and colour and quantity. Identified, traced and facilitated movement of raw materials to storage and for contractor pickup

### Shipping/Receiving Lead

**Graf Canada Calgary, AB 2015 – 2016**

*Manufacturer of high end ice hockey equipment. Company in transition. Promoted from shipper receiver to managing shipping receiving.*

- Facilitated all shipments of equipment nationally and internationally. Coordinated all outbound paperwork and documentation including Bill of Lading and Customs documents. Coordinated inventory control for receiving.
- Utilized SAP to manage inventory, track orders, coordinated reports, developed receiving information. Data entry using SAP and Microsoft Office.
- Identified, tagged and located equipment for inventory control. Supported receiving through verification and identification of equipment and parts. Identified, traced and facilitated movement of raw materials to production and assembly areas.

### Load Lead / Warehouse Hand

**Gunthers Building Center Calgary, AB 2014 – 2015**

*Marketer of construction finishing goods. Promoted from swamper to load master to receiver.*

- Facilitate loading and picking of orders with strict time constraints. Supervised 10-12 staff to ensure that materials were appropriately loaded and delivered.
- Lead all phases of inventory control, cycle counts, track orders, developed shipping and receiving information, completed data entry.

## EDUCATION

High School Diploma

Chestermere High School, Chestermere, AB

2012

## CERTIFICATIONS

WHMIS

References Available On Request