

Michael Surdo

Well-rounded, problem solver with 8 years in managerial roles previously in startup environments and fast-growing small businesses. Gained experience across a variety of fields including Warehouse Management, Shipping/Receiving and Inventory Distribution, backend systems. Recent graduate of **Career Foundry** Full Stack Program.

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[Portfolio](#)

[Github](#)

EXPERIENCE AND RECENT EDUCATION

CareerFoundry, [Full-Stack Web Development](#) Graduate

Nov 2022 - Jun 2023

- Fundamentals of the modern Web (HTML and CSS)
- DOM manipulation with JavaScript and JQuery
- Working with and creating APIs
- React JS Client creation
- React Native Mobile Development
- Angular JS client creation

Revel Transit Inc, *Supply Chain and Warehouse Logistics Manager*

Feb 2020 - Jun 2022

- Collaborated with operations team to scale the spare parts inventory for expanding fleet size
- Collaborated on migrating the system to new ERP platform.
- Utilized ERP for constructing transfer orders, purchase orders, inventory adjustments, stock counting
- Developed systems for parts picking, barcode system and SOPs for intake of overseas container shipments and forklift operation
- Managed the distribution of spare parts between multiple NY locations and to 4 satellite operations across the US
- Monthly warranty claims for spare parts with overseas manufacturer NIU technologies
- Collaborated with supply chain and data teams on order forecasting using on the ground experience and historical data gathering.
- Used operational experience to support ground ops during peak seasonal demand

Uncommon Goods, *Operations Lead (Seasonal)*

Oct 2019-Jan 2020

- Exported orders from Fulfillment Dashboard
- Prepared and collated work to be distributed to pickforce
- Gauging order volume and staffing to find equilibriums in workflow

Upper 90, Hicksville, New York— *Warehouse Manager*

Jan 2016 - 2019

- Manage inventory HUB that processes new stock and oversee the distribution of inventory across 4 retail locations.
- Maintain a warehouse with strong organization. Implemented a new layout that increased pulling efficiency and a grid system for outbound products.
- Coordinate the weekly distribution of product to stores via Upper 90 truck deliveries or with UPS Ground shipments.
- Base staff of 3-5 employees, delegating tasks in English and Spanish.
- Led a company wide change into a new inventorying process and gave on-site tutorials for store managers.

SKILLS

Django
React
Node.js
Netsuite
CSS
HTML
Excel (pivot tables, vlooks e.g)
Slack
Google Drive Suite
Smartsheet
Lightspeed POS
Magento
Forklifting via pallet racks
Transit Driving

EDUCATION

Hunter College

Aug 2016-currently enrolled

Farmingdale State College

Aug 2013-Sept 2015, Dean's List 4 semesters

Nassau Community College

2009-2011, Dean's List 4 semesters

LANGUAGES

Spanish (fluent)

German
(conversational)

English (fluent)

Upper 90, Hicksville, New York— *Web Fulfillment Manager*

Sep 2014-2019

- Oversee the fulfillment of orders placed on u90soccer.com from the shipping HUB.
- Implemented quality control in the picking, packing and UPS shipment of orders.
- Prioritize timeliness and accuracy of shipments throughout high volume periods like Black Friday and major seasonal periods.
- Daily use of heat press machines to heat press customized apparel.
- Daily use of Adobe Illustrator and cutting machines for vinyl customization.

Upper 90, Hicksville, New York— *Retail Manager*

August 2013-Sep 2014

- Opened a new Upper 90 location, managing a staff of 5 employees with a co-manager.
- Daily customer interaction in sales and customer service with a focus on optimizing customer experience from start to finish.
- Worked opening and closing shifts, arming and disarming the alarm system and locking up shop.
- Safe-box deposits for daily cash sales and weekly bank deposits.
- Weekly sales reporting and summaries for ownership.

