

William McCowan

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Summary:

Focused warehouse professional offering over 10 years of experience in shipping and receiving, inventory management, forklift operations, warehouse operations and team leadership. Seeking to leverage background and formal training with a respected organization focused on building strong relationships with customers and vendors through exceptional service.

Core Qualifications:

- Health and Safety Monitoring
- Heavy Equipment and Machinery
- Inventory Management
- Logistics/Transportation
- Mentor/Leadership
- OSHA Regulations
- Package Preparation
- Process Improvement
- Production Procedures
- Quality Assurance
- Shipping and Receiving
- Time Management
- Vendor Relations
- Warehouse Operations

Certification and Training:

- Computerized Warehouse System
- Forklift Safety/Forklift Operator Certification
- Operational Training and Accident Prevention Certificate
- OSHA 30-Hour Certificate
- Purchasing and Procurement
- Reverse Logistics
- Warehouse Cycle Counting

Work Experience:

Ace Hardware Distribution Center Forklift Operator Contractor (Aerotek)

Kent, WA
Dec '15 to Present

- Load and unload all trucks using various forklifts and hand trucks. Operated dock levelers. Staged and organized all incoming and outgoing product.
- Input all product information into SAP system, tagged and labeled all product, and staged product in designated areas.
- Collaborate with QA and Purchasing departments to ensure inventories were kept up to date according to regulations.
- Effectively organized and implemented shipping procedures. Coordinated all outgoing product for speedy and on-time delivery.
- Perform all SAP shipping procedures and maintained detailed batch records of all outgoing product.
- Work with Production and Controller to find and eliminate all problems regarding inventory, mislabeling, organizing, and allocation of product.
- Conduct monthly inventory of all product within the Kent facility.
- Maintain daily records of forklift care and maintenance.

Dominos Distribution Center
Warehouse Associate Contractor (BBSI)

Kent, WA
May '15 - Dec '15

- In-charge of making arrangements for pick-up by the carrier specified PO's via the shipping instructions.
- Ensured accuracy by completing documentation of the order processed and delivery.
- Verified proper temperature levels on all inbound merchandise requiring refrigeration.
- Inspected product load for accuracy and utilized forklifts to transport merchandise safely.
- Maintained quality and quantity thru inventory control by following rules and regulations.
- Identified, researched to detect aging and/or missing inventory and submitted listing to management of findings.
- Kept a safe clean work environment; pallet area workstations and shipping area.
- Managed inventory within the warehouse by completing physical tasks
- Ensure compliance of safety procedures and practices in warehouse operations.
- Inspected and ensured proper functioning of forklift equipment.

CMI Logistics LLC
Forklift Operator Contractor (All Starz)

Kent, WA
Dec '14 - May '15

- Safely operated sit-down forklifts in order to pick up and deliver stock/materials to designated locations.
- Unloaded and loaded inbound/outbound shipments.
- Managed stock and inventory control, prepare and stage skids for outbound shipments.
- Organized and secured stored materials such as bales, super sacks, boxes and pallets.
- Weighed products and materials and recorded weight and further production information on labels and tags.
- Performed maintenance and preventive maintenance functions on forklifts.

Ozburn-Hessey Logistics
Shipping and Receiving Clerk

McDonough, GA
Apr '06 - Dec '14

- Supported warehouse operation workflows by receiving and shipping, loading and unloading goods, and transferring completed products and raw materials to designated storage areas.
- Responsible for shipping individual product orders using a semi-automatic shipping machine.
- Received inventory into the OHL system to expedite shipment of new materials in a timely manner.
- Kept records of sent materials, requisitions and stores materials to maintain stock while using automated systems and RF units to manage inventory.
- Managed warehouse operations and maintain workflows and production schedules in accordance with company and OSHA policies.
- Operated heavy machinery and equipment, including palletizers, forklifts, high pickers, and pallet runners and jacks.
- Assisted with monthly, quarterly, and yearly stock inventories.
- Promoted a safe work environment through personal actions, identified safety concerns, and cost savings opportunities.
- Certified forklift operator May, 2006; including training of warehouse operations, forklift training, and all associated record keeping and basic equipment maintenance.
- Utilized forklifts, pallet jacks, and reachers to move merchandise safely and minimize loss.
- Provide training to new employees in forklift operations to help them obtain certification.

Education:

Normandy Senior High, St. Louis, MO
High School Diploma, 1986