**Michael Farmer**

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**What are your biggest strengths as an employee?**

Fast learner, Organized, Team Oriented. Strong Manager, Analytical

**Experience:**

*Employer Name*: **Beway Corporation**

*City, State*: **Elk Grove Village, IL**

*Job Title*: **Warehouse / Shipping Supervisor**

*Starting Date (Month and Year) to Ending Date*: **May 2011–April 2016**

*Job Description (Paragraph)*:

I supervised a staff of 23 warehouse workers and drivers. I tracked attendance, performance, scheduled deliveries and routed them (dispatching).

I oversaw work schedules and planned driver routes.

I helped with interviewing/hiring/firing (ran decisions past main terminal in Minnesota).

My team and I handled loading and unloading trucks (mostly air freight).

Manned phones (customers looking for freight/calling for pickups). Dispatched throughout the day. also had to work with an outside maintenance company to make sure the facilities were cleaned.

Kept accurate warehouse inventory to help keep track of needed stock.

Used RF scanners. Typed in product codes in inventory system to check to make sure inventory matched up. My team and I did cycle counts as well as physical checking.

I sometimes helped negotiate shipping rates with freight carriers.

Called in trucks to take shipments out. After all trucks were loaded, ran bill of ladings. Coordinated with customer service team to provide shipment updates.

*What are 3 Notable/Quantifiable Work Achievements from this Role?*

* Employment Achievement 1: **I improved accuracy of inventory by about 30% by designing improvements to the way we did inventory checks. This ended up saving the company a lot by not having to order product they didn’t need.**

Resume writer follow up question: *How much do you think this saved annually?*

Answer: **At least $50k in stopping over orders, probably more. I remember the first year it was over this but no sure how much.**

* Employment Achievement 2: **Before I started the company just used whatever shipper was easiest to contact. I started shopping around for better or cheaper shippers which helped reduce costs of shipping to keep it in within budget.**

Resume writer follow up question: *How much do you think this saved annually?*

Answer: **It depended on the shipper, sometimes a lot, sometimes not much, but ever bit helped. While I was there we stayed within budget every year which wasn’t true before I started.**

* Employment Achievement 3: **Our accident rates went way down after I created a program to better teach and enforce safety standards.**

Resume writer follow up question: *Can you give any hard figures around this?*

Answer: **I was given an award for improving safety standards. In 2012 we had over 10 accidents that were somewhat serious. When I made the safety program we never had more than 3 a year, sometimes less.**