

Jonas Harris
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Experience

Relocated November 2022
Currently Interim Manager
House of Cheatham
Stone Mountain, Georgia

Managing and supporting shipping office, forklift drivers, truck drivers, and warehouse personnel. Shipping product to customers and outside warehouse locations as needed. Inventory management (if required) and expediting schedules and shipments.

DUTIES AND RESPONSIBILITIES

Pre-Shift Floor Walk
Daily task for Lead person
Daily office management
Run Daily Reports
Trailer Utilization
Dispatch/Load Plan
Review/Investigate Customer Complaints (Shipping)
Shipping Representative in Daily Production Meeting
Contact person for department inquires
Shift Manning
Staff scheduling
Over-Time approval
Vacation approval
HR – communication/problem solving/new hire
Daily Department Meeting – 1st Shift (issues, shipments, notes)
Load Planning – Combining Orders
Monitor daily Inbound/Outbound Distribution
Dispatch Drivers
Manage Monthly Physical Inventory (including plant stock inside our warehouse location)
Manage Cycle Counts (daily/weekly/monthly)
Weekly Shipping Safety Meeting
Responsive to Corporate Logistics Policies
Cost/Budgeting for shipping department
Schedule Maintenance PM on fork trucks
Manage/Maintain Warehouse Inventory counts
Ordering of Pallets
Additional duties assigned by management

Assistant Manager/Outbound Operations Supervisor
02/01/2021 to Relocation 11/2022
Cigna-CuraScript
Tempe Arizona

- Supervise the outbound operations of the Distribution Center to ensure timely, accurate product receipt, order fulfillment, and the organization of resources while continually seeking feedback and improving processes to ensure the customers' expectations are exceeded every day. Creating schedules, covering for pto, pst, bonus, metric reviews, terminations, coaching continuous improvement, back filling positions, interviewing, daily schedule for tasks. Monitoring emails for cancellations, to minimize refunds, returns or credits that negatively impacts the customer. Picking control drug orders for the DEA and the Board of Pharmacology.
- Partner with DC Manager to develop plan and direct all distribution activities including shipping and routing and administrative tasks to ensure company requirements are met.
- Gather feedback regarding the customer expectations, make recommendations to DC Manager and implement appropriate changes to continually improve the customer's experience.
- Provide input for efficient organization and layout of the warehouse by optimizing processes for picking, packing, and shipping customer orders while maintaining DC compliance with all governmental agencies and their regulations.
- Main point of contact for all inquiries regarding outbound shipments.
- Work with internal partners (Sales, Regulatory and Quality Affairs) and regarding orders shipped.
- Answer questions and provide information to resolve any outstanding issues in a timely manner.
- Pro-actively communicate issues to appropriate individuals which many include Customers, Sales, Purchasing, DC management.
- Review current or future trends that indicate possible gaps in outbound process and makes recommendations based on findings
- Participate on distribution center management team; Conduct observations to identify areas for change; conduct analyses to develop action plans to address operational and employee needs.
- Provide daily status updates to DC Manager to review prior day's performance and to develop action plan for current day.
- Train and motivate Associates to ensure all essential tasks are accurately and efficiently performed. Continuous improvement, retraining for retention.
- In conjunction with warehouse management provide supervision of all warehouse associate's performance, including performance evaluations, disciplinary action and attendance management.
- Perform other duties as assigned.

Demonstrate strong communication skills, both written and verbal.

Demonstrate my ability to strategically organize, prioritize and meet customer expectations, demonstrating strong ability to pay attention to detail.

Highly motivated and results oriented.

Ability to build and maintain strong working relationships.

Use my experience and knowledge in distribution processes (receiving, shipping and inventory control).

Warehouse Supervisor,
October 2014 to February 2021
Azbil North America

As the Warehouse Supervisor:

Responsible for overseeing the safety, productivity and efficiency of warehouse operations.

- supervise employees and monitoring operational flow to create a culture of safety and family while providing to the customer experience.

- Effectively demonstrate an ability to supervise, lead, and communicate effectively to multiple warehouse employees.
 - Possess strong attention to detail, dedication to safety, and a drive to provide quality in their work.
 - Shipping, receiving, and inspection are the top three blocks in the supply chain that are most crucial to my daily operations.
 - Responsible for coordinating and supervising all warehouse activities on a daily basis.
- Under the direction of the Operations Manager:
- Responsible for supervising the receiving, warehousing and shipping of product in a manner consistent with company service and cost objectives.
 - Maintaining the efficient and safe operation of all materials handling equipment.
 - Supervise and coordinate unloading of inbound shipments, and orderly stocking the product.
 - Picking and staging of outbound shipments in accordance with the highest possible levels of productivity.
 - Verify required inbound/outbound paperwork with order selectors, ensuring that all product is properly counted.
 - Ensure the optimal utilization of space through warehouse consolidation using M.H.E., while making sure inbound and outbound shipments are accurate and free of damage.
 - Rotate product as appropriate, using the F.I.F.O. method.
 - Maintain a clean, neat and orderly work area.
 - Conduct operations in a manner that promotes safety, and in accordance with OSHA and MSDS standards.
 - Assure the integrity of the inventory and assist in conducting audits and physical inventories quarterly.
 - Daily use UPS, FEDEX and DHL with international shipping and documentation.

Lead Ammunition Technician Specialist
January 2003 to June 2007-United States Marine Corps

- Primary responsibilities were lead the platoon to inspect, issue, and receive ammunition and/ or explosives for units training for deployments to Iraq
- Our unit transported and inspected explosive stock with pallet jacks, diesel and electric forklifts to its appropriate location under supervision of myself and my superior.
- Inspected each round for unsafe flaws and serviceability before issuing it to a training unit. Due to rapid advancement and promotions, I was tasked to lead 34 of the 42 Marines in my platoon.
- Inspections, cycle counts, and stock rotations were done by at least two people to ensure accuracy, and then rechecked by the lead of our unit and theirs to make sure checks and balances were in place.
- If a platoon did not use all of the stock, it was received by my tech and re-inspected me to be given a pass or fail classification for re-issue or destruction.
- Our platoon provided around the clock armed security for underground temperature-controlled warehouses holding the ammunition and checking security clearance of all non-military personnel before entry.
- Scheduled commercial trucks for inbound and outbound shipments of new ammunition and stock scheduled to be destroyed.
- After all business was concluded with a visiting platoon, the records had to be matched up in the computer against the hard copy inventory sheets in the warehouse. This was done by the leads to ensure the count in the system matched the count on the warehouse floor.

Education

U.S. Army Ordnance-Munitions and Electronics Maintenance School-

- Huntsville AL
- 2003
- Bryan Station High school - Lexington, KY
- 1999
- High school Diploma
- USMC Distinguished Honor Graduate- Ammunition Technician Warehousing and Logistics Course- School of Electronic Engineering Maintenance
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