

MATTHEW T. POTTS

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Professional Summary

Resourceful Warehouse Manager with 10 years of experience directing Art Materials warehouse operations. Talented in recruiting, hiring, training and scheduling employees to sustain production needs. Professional and clear communicator successful in managing efficiency while boosting morale through constructive employee feedback and yearly staff reviews. Safety-oriented warehouse manager that's knowledgeable about proper handling of heavy machinery, including pallet jacks, cherry pickers and forklift's. Works well independently and as part of team. Highly motivated and results-driven warehouse professional bringing extensive experience in logistics and distribution. Team player and natural leader with excellent communication skills.

Skills

- Staff supervision
- Distribution and warehousing
- Production planning
- Proficient in Windows , Excel, Word, Outlook
- Loading and unloading
- Data analysis
- Customer service
- Inter-departmental communication
- Logistics management
- Order picking and processing
- Carrier negotiations
- Labeling and boxing
- Shipment coordinating
- Skilled multi-tasking
- Current Forklift Certification
- Physically fit and agile
- Natural mentor
- OSHA requirements knowledge
- Inventory control
- Policy and procedure adherence

Work History

Warehouse Manager

11/2009 to Current

Tara Materials Inc. – Lawrenceville, GA

- Managed over \$4 million in inventory and 7 employees in 60,000 square-foot warehouse for Art Materials company.
- Provided updates on critical shipments to corporate departments and customers.
- Onboarded, trained and supervised 7 person warehouse staff with strong record of meeting schedule and performance goals.
- Conducted inventory audits with 99% accuracy following company procedures.
- Built motivated warehouse team of 7 well-trained staff.
- Maintained strong vendor connections at all stages, including arranging pricing and delivery

structures and managing specific shipment or paperwork concerns.

- Safeguarded warehouse operations and mitigated liability by establishing and implementing employee training on safety and security protocols.
- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds.
- Stocked merchandise , clearly labeling items, arranging according to size or color, and preparing attractive displays.
- Alternated goods in inventory by observing "first in, first out" approach to keep shelves organized and properly stocked.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Led value-added customer service team that consistently over-delivered on customer expectations.

Construction Laborer

03/2005 to 04/2008

Deaton Contracting And Project Management – Winder, GA

- Worked alongside team to accomplish work goals according to schedule.
- Learned diverse construction trades skills, including basic carpentry, painting and plastering.
- Collaborated with team members to carry out efficient work with optimal safety and achieve timetables.
- Provided upkeep on all work sites, including hedge and shrub trimming.
- Maintained grounds including trimming, weeding and general clean-up.
- Collaborated with real estate agents and home owners to find repairs that were needed.
- Took numerous photos of each home for documentation purposes and categorized each picture.
- Updated logs and reported on job progress.

Furniture Delivery Driver

06/2000 to 02/2005

Sanders Furniture – Winder, GA

- Loaded truck and properly secured items to prevent damage for deliveries.
- Inspected truck equipment and supplies and reported problems and safety hazards to supervisors following each shift.
- Completed on-time deliveries by choosing best and most efficient routes.
- Contacted customers prior to delivery to confirm and coordinate delivery times.
- Fostered positive working relationships with customers by responding to questions and concerns.
- Communicated customer complaints, requests and feedback to company management for swift resolution.

Education

High School Diploma

Winder-Barrow High School - Winder, GA

Lanier Technical College - Oakwood, GA