

Christopher Allen
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I am writing to express interest in becoming a team player with your organization. I have years of experience and a vast knowledge of Logistics and Warehousing which will be put to good use and practice if I am selected to fill the position you have available.

I formerly worked with Precision Tools Service as the Logistics and Warehouse Supervisor. My responsibilities were to lead a team of eight employees in the daily operations of a multi-million dollar automotive part supplier. I have exceptional management and leadership skills with a proven track record for reliability, accuracy, employee interaction and safety. My organizational skills and ability to work and communicate with employees at all levels will definitely benefit your organization.

I have worked for the above named company since July of 2002 starting off as a warehouse lead at one of the branch locations before moving to the corporate office in Indiana to become the Logistics Supervisor.

I have just relocated back to the Tampa Bay region so I can be closer to family members. I am offering my experience, knowledge, positive can do attitude and work ethic to your company. Once the right employer and employee connect, great things will happen. I am that employee.

To learn more about my skills and accomplishments, you can contact me through e-mail or call me on my personal contact number. Waiting eagerly for your positive response.

Regards,
Christopher Allen

CHRISTOPHER ALLEN 109 Steeple Chase Lane Palm Harbor, FL 34684, (727)366-8132, all1111en1@aol.com

EFFICIENT WAREHOUSE SUPERVISOR

Results-driven Warehouse Supervisor with experience in logistics, ISO, OSHA, Hazmat, fork lift trainer, quality control and process improvement. I have exceptional management and leadership skills with a proven track record of efficiency, accuracy and reliability. Very keen ability to communicate and interact with employees at all levels which will benefit your organization. Former resident looking to relocate back to the Tampa Bay region.

PROFESSIONAL EXPERIENCE

PRECISION TOOLS SERVICE

Warehouse / Logistics Supervisor - Columbus, IN.

2015 – 5/5/2017

Oversee material inventories, warehouse shipping and receiving and all logistics strategies. Manage seven personnel. Ensure adherence to ISO work instructions for consistency and accuracy at all levels. Perform on going cycle counts of inventory, in preparation of year end inventories.

1. Implementation of ISO work instructions and follow up on corrective actions that effected product quality.
2. Ongoing inventory cycle counts and 98% accuracy on year end inventories.
3. Training for OSHA and Safety regulations.
4. Ongoing training for logistics staff to improve speed and accuracy while reducing error rates.
5. Re configuration of the warehouse layout to make room for future growth.
6. Set up and implementation of delivery schedule to customers.
7. Worked to improve employee interaction between the logistics and sales department.
8. Forklift train the trainer certified.

PRECISION TOOLS SERVICE

Senior Logistics I – Knoxville, TN.

2002 – 2015

Oversee all warehouse operations of the Knoxville, TN. Branch. This function was completed daily by myself for the first eleven years of employment with PTS. With growth, two additional employees were added which I became the lead over. This branch would become the second largest in the PTS chain by volume. This was obtained by higher sales and a very low error rate achieved by the warehouse staff.

1. Successful move and layout to a larger facility in the first year of employment.
2. Integrated all warehouse locations into the computer data base for ease of locating material.
3. Hired two additional staff to form an efficient team to process the increased volume and additional deliveries.
4. Yearend inventory accuracy consistently in the 98% range.
5. Continued process improvements to increase efficiency and productivity.
6. Reduction of shipping and supply costs from ongoing negotiations with truck lines and suppliers.

FLEXTRONICS INTERNATIONAL

Purchasing and Logistics – Palm Harbor, FL.

1999 - 2002

Hired into the Logistics department thru Olsteen Temporary Service to perform various duties for the warehouse. Hired on full time and promoted to team lead reporting directly to the warehouse manager. Moved to the front office to become a purchasing expeditor and also trained in all purchasing department functions. The facility closed its doors due to the NAFTA regulation implemented at that time.

1. Trained in all functions of the purchasing department. This included purchasing and scheduling of inbound material.
2. Functioned as the expeditor of inbound material for several product lines.
3. Team lead to the warehouse manager for kitting and receiving.
4. Part of a ten man plant closure team when the facility was closed down.

EDUCATION AND SKILLS

Business administration classes takes at ST. Petersburg College.

Fred Pryor business training seminars and classes.

OSHA / HAZMAT training received thru the Indiana Chamber of Commerce.

Safety Leadership training thru the Indiana Chamber of Commerce.

Prolift Train the Trainer Forklift licensing classes.

References

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**Precision Tools
Service, Inc.**

May 5, 2017

To whom it may concern,

This letter is to confirm the employment status of Chris Allen. He was employed as Warehouse Supervisor with Precision Tools Service, Inc. from July 8, 2002 to May 5, 2017.

His job of Warehouse Supervisor carried the following responsibilities: inventory control, driver dispatching, and supervising warehouse staff. Chris Allen is skilled in problem solving and is also knowledgeable in OSHA compliance.

I consider him to be a valuable member of the team, who consistently achieved good results and delivers all expectations.

Best Regards,

A handwritten signature in blue ink that reads "Diana Stephens". The signature is written in a cursive, flowing style.

Diana Stephens



***Precision Tools
Service, Inc.***

Christopher Allen
Logistics Supervisor

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