

Greg J Jones
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PROFESSIONAL SUMMARY

Areas of strength in warehousing include the following: A/S 400, Word, Excel, and Outlook. Certified on the following equipment: PE, SP, RR, and RC

Capable of building excellent working relationships with professional staffs at all levels. Decision making and leadership skills used to prioritize daily workload, and organize projects. Consistent follow up on work environment to ensure deadlines on time to specifications.

EMPLOYMENT

Crate and Barrel, Short Hills, NJ, June 1999 – July 2001
Stock Associate

- Provided assistance to supervisor receiving merchandise
- Responsible for upkeep and organization of stock room
- Help to ensure customer's purchase and store experience was great in completion of their store back door pick up.

Crate and Barrel, Elizabeth, NJ, 2001-2003
Parts & RTV Coordinator

- Responsible for the disposition of all the damaged furniture in facility
- Ordered all replacement parts and helped to maintain positive relationships with vendors
- Provided daily updates to management on vendor quality, defects, and packaging of product
- Maintained inventory of furniture to be repaired and forwarded to shop

Crate and Barrel, Cranbury, NJ, 2003-2007
Direct Marketing Lead

- In charge of daily shipments: UPS, Fed Ex, Beltman, Eagle, and International
- Supervised and trained personal of 14 on packaging and processing of orders
- Provided daily updates and weekly reports to management
- Conducted meetings with carriers to help make continuous improvements on meeting customer's expectations

Crate and Barrel, Cranbury, NJ 2007-2008
Receiving Supervisor

- In charge of Imported, Domestic, and Warehouse to Warehouse inbound shipments
- Trained and evaluated staff of 18 associates
- Responsible for daily operational updates to management
- Handled internal customer concerns

Crate and Barrel, Lincolnton, NC, September 2008- February 2010
1st shift Supervisor

- In charge of daily scheduling of jobs
- Trained and evaluated staff of 35-70 associates
- Provided daily updates to management
- Handled customer service concerns

Crate and Barrel, Lincolnton, NC, February 2010- April 2018
4th shift and 1st Shift Manager

- Manage warehouse operations
- Consult with carriers on operational needs and updates
- Handle customer service concerns
- Provide staff and leadership weekly operational updates and reports

Crate and Barrel Lincolnton, NC April 2018- present
1st Shift Shipping Floor Supervisor

- Manage Shipping/Receiving operations
- Consult with carriers on operational needs and updates
- Handle customer service concerns
- Provide staff and leadership weekly operational updates and reports

EDUCATION

Frank H. Morrell Highschool, Irvington, NJ, June 1996

References Available Upon Request