

JOHN COSTELLO

216 Freedom Ave.
Upland, California 91786
(626) 290 8855

EMPLOYMENT

2004 – Present CACO PACIFIC CORP. COVINA CA.

Inventory and Materials Specialist

- ◆ Oversee and coordinate daily activities of busy shipping and Receiving department and maintain tool crib inventory, driving key objectives and continuous improvement.
- ◆ Direct inbound and outbound international and domestic ground and air shipments. Communicate and follow up with customers and freight carriers assuring timely deliveries.
- ◆ Assure inbound materials are routed to internal departments in a timely manner.
- ◆ Manage all traffic activities utilizing air/ground carriers, freight forwarders and customs brokers. Negotiate freight rates.
- ◆ Strong hands on experience with import / export document preparation and procedures.
- ◆ Prepare bills of lading, SLI, NAFTA forms and administrate SED filings on line at AES website.
- ◆ Instituted use of automated on line shipping programs FedEx Ship Manager / Insight, UPS world ship / Quantum View, for processing / tracking shipments and scheduling pick-ups.
- ◆ Designed and standardized drawings for robust shipping crates following customer requirements and ISO guidelines. Schedule construction of crates according to production schedule and forward drawings to vendors for just in time delivery.
- ◆ Continuous development of other packaging solutions assuring safe and secure transport of high value products.
- ◆ Initiated useful databases automating record keeping and to provide live shipping information to connecting departments greatly reducing research time and phone inquiries.
- ◆ Created automated vendor expediting system via email, reducing the need for purchasing to manually review open order reports, improving percentage of vendor on time deliveries.
- ◆ Wrote comprehensive step by step procedures detailing customers' key shipping requirements for consistent processing, documentation and freight movements.
- ◆ Mentored employees in all aspects of shipping and receiving, document preparation and inventory control, encouraging self improvement and growth.
- ◆ Cooperative and productive member of management teams. Member of Supplier review board. Internal ISO Auditor.
- ◆ Coordinate scrap recycling program and the sale of obsolete tooling and machinery.
- ◆ Conduct performance reviews, recruit prospective employees.
- ◆ Lead forklift certification training and instituted daily lift truck safety inspections.

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2002 – 2004 THARCO CONTAINER SANTA FE SPRINGS

Shipping Processor/Inventory control

- ◆ Perform shipping office functions within a fast paced corrugated box manufacturing environment. Including dispatching and routing of trucks, processing and distribution of shipping documents, Posting of completed goods and resolving of inventory variances.
- ◆ Attend daily production meetings with manufacturing group, gathering information to aid in timely processing and dispatching of orders for delivery.
- ◆ Disposition of daily open order reports and expediting of custom goods.
- ◆ Data entry of shipping and receiving information employing SAP inventory system.
- ◆ Investigate and resolve customer inquiries regarding shortages, incorrect product or returns.
- ◆ Effective liaison between will call customers and customer service assuring short waiting times.
- ◆ Perform physical stock checks as necessary.
- ◆ Coordinate activities of loaders assuring that loads are assembled in order of stops and scheduled loads are ready when drivers arrive.
- ◆ Routing and dispatching of delivery trucks assuring documents and run schedules are complete and in order.
- ◆ Contacting customers setting delivery appointments, coordinating movements of in-process materials from off site manufacturing to main manufacturing and warehouse.

1998 - 2001 WABASH NATIONAL PARTS, MONTEBELLO, CA

Warehouse Manager

- ◆ Oversee *warehouse* and *traffic* operations for a large distribution center and retail store.
- ◆ Manage and mentor staff of 15 warehousemen and 4 delivery drivers.
- ◆ Lead safety meetings and conduct forklift training classes.
- ◆ Negotiate rates with freight carriers.
- ◆ Improved pulling accuracy and fill rates by creating new forms, reports and visual aids and methods, improving accountability, packaging and loading efficiency.
- ◆ Drive objectives through daily meetings with coordinators and group leaders.
- ◆ Maintain inventory accuracy through daily cycle counting, aid in investigating and resolving large variances in inventory.
- ◆ Employ AS400 inventory system.
- ◆ Successfully achieved the replacement of unsafe, inefficient equipment and machinery through professional plans and recommendations to upper management.
- ◆ Re-designed stocking / staging areas, significantly improving the flow of materials and greatly reducing loss from damage and miss-pull's.

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- ◆ Investigate short or damaged shipments reported by customer and initiate corrective action in a timely manner.
- ◆ Recruit new employees; conduct performance reviews, responsible for weekly payroll reporting.
- ◆ Responsible for purchase, and maintenance of all warehouse equipment including forklifts and company vehicles.

TRAINING:

Extensive corporate training in: Time management, Computer operation, and Microsoft Office applications. Safety, Leadership, Problem Solving, Traffic Plans, Floor Layout, stock rotation, Inventory, Cycle Counting, Training Skills, Interpersonal Skills, 5S Lean Manufacturing exposure. certified Forklift trainer.