

ADAM C. THRESS

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Objective: To obtain a higher-level position with a dynamic company with the opportunity for advancement.

Education: Urbana University, Urbana, Ohio (May 1996)
Bachelor of Science in Sports Medicine

Experience: Office Max – Columbus, OH **Laid off due to Reduction in Workforce*
Warehouse Supervisor (November 2006 – July 2011)
(Warehouse Associate May 2006 – June 2006; Lead June 2006 – November 2006)

- Oversaw all Outbound Shipments to six states
- Hire, train and develop 25 associates including prepare and administer Mid-Year and Yearly Reviews
- Report daily productivity results to management
- Responsible for daily activities in warehouse, including routing, inventory control, data entry, full vendor case picking, unloading/loading trucks and stocking
- Responsible for full vendor picking to break pack stocking
- A leader in LEAN (5S, Gemba, Kaizen and Lego training)
- Certified in operating Forklifts, Stock pickers and Turret trucks

Future Communications, Inc. – Columbus, OH **Company Dissolved*
Inventory Manager/Inventory Control (October 2005 to February 2006)

- Supply inventory to 11 retail locations
- Responsible for over \$150,000 worth of inventory
- Purchase of phones and accessories for the overall daily sales
- Ship and receive items for the central warehouse
- Assist with orientation for new employees
- Purchase of office supplies for the corporate office and retail locations
- Responsible for Account Receivables for 25 sub agents
- Handle employee purchasing of cellular products

Office Administrator (March 2005 to October 2005)

- Responsible for the reconciliation of all deposits made by the sales team
- Purchase of all office supplies for the corporate office and retail locations
- Work closely with IT on phone system support
- Responsible for all sales receipt discrepancies
- Process invoices for over 50 sales members

Acclink, Ltd – Columbus, OH *Company Dissolved

Administrative/Sales (September 2002 to March 2005)

- Responsible for Accounts Receivables and billing to over 100 customers
- Purchase of all hardware and software for clients
- Inside and outside sales of Accounting software (ACCPAC)
- Responsible for calling current customers to upgrade the software

Software Concepts, Ltd – New Albany, OH *Company Dissolved

Support Technician (February 2002 to September 2002)

- Responsible for the Accounts Payables and Receivables to over 100 customers
- Purchase of Hardware for our clients' needs
- Phone Support, including problem solving and general questions with software and billing to current customers
- Inside and Outside sales calls, including cold calling

Penske Truck Leasing – Columbus, OH

Rental Representative (December 1998 to February 2002)

- Responsible for both inside and outside sales calls which also includes cold calls (100 per week)
- Responsible for Account Receivables when at a specific location
- Responsible for the office duties at multiple locations, including customer service with truck reservations, handling customer complaints, inventory control of 350 plus trucks and cash reconciliation

Boise Cascade Office Products

Distribution Specialist (December 1995 to December 1998)

- Responsible for shipping and receiving operations, including: scheduling, routing, inventory, data entry, accurately filling orders, unloading trucks and stocking shelves
- Proficient with RACE and CICS programming