

CHARLES J. VAN PELT

1040 McNaughten Rd. • Columbus, OH 43213 • (614) 866-8551 • c45quickdraw@hotmail.com

SKILLS SUMMARY

- Highly effective manager with over 10 years of leadership and supervisory experience.
- Persuasive communicator with an extensive background in multi-cultural environments, crisis resolution and conflict management.
- Respected leader within an organization with a positive understanding of policy compliance and a determined commitment to continuous improvement.
- Approaches all tasks guided by an underlying philosophy of ethical principles.
- Computer proficient: Microsoft Office- Outlook/Excel/PowerPoint.

ACCOMPLISHMENTS

Received President's Safety Award	Safety Employee of Quarter
Assisted in Development of Inventory program	Selected to attend BWC school
Reduced Shipping Errors/cost over 85 %	Increased Efficiency/reduced cost in Company

EMPLOYMENT

Facility Manager

2010-

Sewing Collection Inc. Columbus, Ohio

- Opened facility as a startup company
- Manage all day to day operations
- Responsible for hiring and maintaining staff levels

Warehouse Supervisor

2009-2009

TPR Personnel, Groveport, Ohio

- Supervised 15-35 employees in day to day operation
- Assisted in Powered Industrial Truck Training/ OSHA Documentation
- Completed all associated paperwork, e-mails, and reports

Quality Control / Production Lead (Company Closure 2009)

2007 - 2009

Zomax, Dublin, Ohio

- Performed QC functions within the facility to include assembly, production, inbound and outbound, per company and vendor standards.
- Supervised 8-25 temporary and hourly associates on production lines.

Warehouse Coordinator

2002 - 2006

Retro-Box, Gahanna, Ohio

- Member of ISO Cross Functional Team.
- Supervised 10-25 temporary and full time associates.
- Reduced department overhead with reorganization of materials and manpower, reducing overall costs from labor and lost assets.

EDUCATION

Associates in Technical Studies/Community and Public Services

Hocking College, Nelsonville, Ohio