

DOUGLAS G. SWISHER
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OBJECTIVE:

Pursue a challenging position with growth potential where my management and logistic skills and experience will be utilized.

EXPERIENCE:

CARGO CONNECTION LOGISTICS CORP., Columbus, Ohio

Station Manager, 2008 to 2009 Total accountability of all operational and administrative functions for a warehousing firm which served Limited Brands and Proctor and Gamble. Responsible for the accurate receipt and shipment of air and ocean freight, billing, facility/vehicle maintenance, and customer service.

Warehouse Manager, 2004 to 2008 Total accountability for shipping and receiving functions. Supervise, train, and evaluate drivers and warehouse associates. Responsible for accurate receipt of cleared inbound air and ocean freight. Ensure accurate shipping and delivery of outbound freight. Facilitate weekly staff meetings, emphasizing policies, procedures, safety, and employee goals and motivation.

WAREHOUSE SERVICES INC., Worthington, Ohio

Receiving, 2003 to 2004. Responsible for all receiving functions for a warehouse firm which serves Diamond Innovations, Inc. Extensive interface with client, monitor receipts, report damage and discrepancies on a daily basis.

ODW LOGISTICS, INC., Columbus, Ohio

Administrative Supervisor, 1997 to 2003. Managed all business office operations including billing and customer service for warehousing firm serving all divisions of The Limited, Inc. Identified, researched and resolved customer service issues regarding order discrepancies, billing, shipping and receiving issues. Generated performance reports for clients and documents concerning handling and shipping of merchandise to distribution centers nationwide. Extensive interface with client, warehousing and distribution management staff. Supervised staff of four; trained personnel on company policies, procedures and systems; conducted performance evaluations and progressive discipline; scheduled workflow.

FARO SERVICES, INC. Columbus, Ohio

Operations Manager, 1988 to 1997. Total accountability for shift shipping and receiving functions. Supervised, trained and evaluated two Shift Supervisors, Four Drivers, and up to 40 associates. Responsible for accurate receipt of in bond air and ocean freight; ensured accurate shipping and delivery of freight released by U.S. Customs. Facilitated daily staff meetings, emphasizing industrial safety, policies and procedures, and employee motivation.

Receiving/ Shipping Supervisor, Supervision of 15 associates responsible for the accurate receipt of inbound air and ocean freight; ensured accuracy of shipments per customer purchase orders and international cargo documents; reported any damage and discrepancies; monitored inventory of daily receipts; conducted weekly safety meetings.

EDUCATION:

**BACHELOR OF ARTS - PUBLIC ADMINISTRATION (1985) Miami University
Oxford, Ohio**