

# GREG LALONE

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## INTRODUCTION

I just moved to Los Angeles from Michigan, in January (2023). I am looking for any kind of work! You can see my most recent experience below, but I am also a great fit for general labor, data entry, and many in between while I get my feet on the ground here in the city. I am hard working, dependable, and eager to start work ASAP.

## SKILLS & ABILITIES

Microsoft Windows

Microsoft Office 2013 and earlier

Licensed Lift Truck Operator (Hi Lo)

Excellent written and verbal communication

Leadership (previously lead team of 4)

## EXPERIENCE

### TEAM LEAD NORTHERN INDUSTRIAL MANUFACTURING

JUNE 2016 – JAN 2023

- Leader of team of 4, shipping and receiving department
- Responsible for inspection, packaging, and on time delivery of automotive parts to clients such as GM and Borg Warner.
- 12 million parts per year are shipped
- Use IQMS (ERP system) to monitor inventory, request orders from manufacturing, and ship orders to clients.
- Oversee activity in three separate work areas, each serving unique clients.
- Maintain and organize a small warehouse of surplus parts
- Work with Quality Control to ensure compliance with IATF standards

### DEPARTMENT SUPERVISOR TOYS R US

JANUARY 2010 – JUNE 2016

- Started with the company unloading trucks
- After 1 year moved to the sales floor
- Made Department Supervisor in 2012
- Responsible for stocking, marketing, customer service, scheduling and supervision of employees (3 – 4 on any given shift)
- Supervisor of bicycle / outdoor department. This department was responsible for 40% of sales in the spring season.
- Allocate appropriate resources to have bicycles built in store, on a daily basis, to respond to sales trend data provided by corporate office.

## COMMUNICATION

In my current role I am responsible for daily verbal communication with my team, as well as the management team. I act as a liaison between the two. On a weekly basis I communicate verbally with the CEO, and Vice President of Sales in order to share status updates and receive new direction. I am responsible for written (email) and verbal (phone) communication with representatives of our customers and suppliers.

**REFERENCES** Available upon request