

Kendrick Greene

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SUMMARY

Senior parts and warehouse operations professional with 9 years managing automotive, transit, electrical, waterworks, fleet, and maintenance inventories in storeroom settings. Leads receiving, inspection, stock rotation, replenishment, physical inventory, issuance, vendor coordination, and records control for large, varied parts inventories. Supervises daily assignments and trains personnel in **automated materials management systems**, forklift operation, pallet jack safety, **hazardous materials handling**, and accurate inventory practices. Coordinates purchasing teams, technicians, internal users, vendors, **freight carriers**, and repair providers to maintain dependable stock levels and resolve delivery discrepancies. Holds a **valid California driver license** and current National Safety Council Forklift Truck Operator Training. Brings practical experience supporting safe, secure, well documented operations across utility, municipal fleet, transit, and automotive environments, with a steady focus on service continuity and inventory accuracy.

EXPERIENCE

Senior Parts Storekeeper April 2023 - Present
Valley Fleet Supply Cooperative *Fresno, CA*

Directs daily storeroom workflow for utility and fleet parts, leading receiving, inspection, storage, rotation, inventory, issuance, staff training, system transactions, documentation, and vendor resolution.

- Directed utility storeroom assignments across receiving, inspection, rotation, counting, picking, and parts issuance.
- Coordinated replenishment through **automated materials management systems**, preserving availability for technicians and maintenance users.
- Compared automotive, electrical, pump, valve, and maintenance deliveries against orders, slips, **specifications**, and condition.
- Resolved damaged freight, shortages, incorrect parts, and **repairable returns** with vendors, carriers, buyers, and technicians.
- Trained storekeepers in parts identification, **hazardous materials**, forklift safety, system transactions, and **stock rotation**.
- Maintained secure files covering safety data sheets, **bills of lading**, freight records, requisitions, and issue documents.

Parts Storekeeper II January 2020 - March 2023
Sierra Municipal Fleet Services *Managed automotive and heavy equipment parts for preventive maintenance and fleet repair operations.*

Managed automotive and heavy equipment parts operations supporting preventive maintenance and fleet repairs, with ownership of ordering, receipt, inspection, **inventory** accuracy, returns, equipment use, and **disposal** records.

LEADERSHIP & AWARDS

- National Safety Council Forklift Truck Operator Training completed in 2026.
- Progressed from warehouse parts clerk to senior parts storekeeper through sustained operational ownership.

EDUCATION

Associate of Science in Logistics and Supply Chain Management 2015
Fresno City College GPA: 4.0 *Fresno, CA*
Coursework: Inventory control, purchasing, warehouse operations, transportation, supply chain planning

CERTIFICATIONS

- National Safety Council Forklift Truck Operator Training 📅 2026
- Valid California Driver License 📅 2026

TECHNICAL SKILLS

- Inventory Systems:** Automated materials management systems, inventory records, cycle counting
- Parts Operations:** Automotive parts, transit parts, fleet parts
- Utility Materials:** Electrical parts, waterworks parts, pumps
- Receiving Records:** Purchase orders, packing slips, receiving records
- Freight Documents:** Bills of lading, freight bills, shipping records
- Materials Handling:** Forklifts, pallet jacks, light vehicles
- Safety Documentation:** Materials safety data sheets, hazardous materials, safety files
- Storage Controls:** Stock rotation, bin locations, secure storage
- Ordering Processes:** Replenishment orders, nonstock orders, specifications
- Returns Management:** Defective returns, repairable returns, obsolete disposal
- Warehouse Equipment:** Hand tools, lifting equipment, materials handling equipment

- **Training Areas:** Parts identification, equipment safety, staff training

SKILLS

- Storeroom supervision
- Automotive parts
- Transit parts
- Electrical parts
- Waterworks parts
- Inventory control
- Receiving and inspection
- Stock rotation
- Replenishment
- Physical inventory
- Vendor coordination
- Freight documentation
- Hazardous materials
- Forklift operation
- Staff training

PROFESSIONAL AFFILIATIONS

- Utility and fleet maintenance teams, coordinated parts availability and service support.
- Transit storeroom operations, supported technicians through accurate issue records and stock access.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST