

Kendrick Greene

Senior Parts Storekeeper, Storeroom Operations

📞 (559) 555-4186 ✉️ kendrick.greene@example.com

🌐 linkedin.com/example/kendrickgreene 📍 Fresno, CA 93721

STRENGTHS

- ✔️ **Inventory accuracy**
Cycle counts and location checks exposed discrepancies early, giving maintenance teams greater confidence in available stock.
- 🚚 **Receiving control**
Delivery reviews caught shortages, damage, and incorrect parts before records changed, a practice vendors came to respect.
- 👥 **Staff training**
Hands on coaching made system transactions, parts identification, and equipment safety easier for storekeepers to apply.
- 🔧 **Vendor coordination**
Clear follow up with buyers, carriers, and suppliers kept returns moving when a shipment did not match specifications.
- ♥️ **Safe handling**
Daily attention to hazardous materials, lifting, forklifts, and secure storage kept busy storeroom work orderly.

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

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

Valley Fleet Supply Cooperative 📅 April 2023 - Present 📍 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

Sierra Municipal Fleet Services 📅 January 2020 - March 2023 📍 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

Fresno City College 🎓 GPA: 4.0 📅 2015 📍 Fresno, CA

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Senior Parts Storekeeper at Valley Fleet Supply Cooperative (3.4 Years)
- Parts Storekeeper II at Sierra Municipal Fleet Services (3.2 Years)

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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST