

Eric Meldahl

Professional Summary

Results-driven warehouse manager with a robust background in logistics, inventory control, and dynamic team leadership. Expert in streamlining daily warehouse operations, optimizing workflows, and ensuring seamless handling of incoming and outgoing shipments. Skilled at coordinating freight logistics, negotiating effectively with vendors, and implementing precise inventory tracking to enhance accuracy and achieve cost-effective supply chain management. Demonstrated success in supervising and training teams while enforcing stringent safety regulations and deploying innovative strategies for operational excellence. Proficient in leveraging tools like Microsoft Excel, RF handheld devices, and advanced warehouse management systems to facilitate data-driven decision-making. Passionate about fostering a well-organized, compliant warehouse environment that not only meets but exceeds company goals.

Skills Set Overview:

Warehouse & Inventory Management:

- Inventory tracking and stock management
- Cycle counting and loss prevention
- Order fulfillment and processing
- Warehouse organization and optimization
- Storage requirements and equipment usage

Logistics & Supply Chain Coordination:

- Freight scheduling and distribution management
- Shipping and receiving coordination
- Vendor communications and purchase negotiations
- Transportation planning and workflow optimization

Equipment Operation & Maintenance:

- Forklift operation (Certified)
- Pallet jack handling
- Warehouse machinery maintenance
- Hydraulic systems (JIC fittings, pipe threads, check valves, flow restrictors)

Technical & Administrative Tools:

- Microsoft Word & Excel (Data tracking and reporting)
- Sage 100 (Inventory and business management)
- RF handheld device usage (Stock recording and tracking)
- Epicore to manage business processes

Safety & Compliance:

- OSHA safety standards enforcement
- CPR & First Aid trained
- Workplace safety and security program implementation

Work Experience:

Warehouse Manager

B2B Industrial Packaging

March 2020- Present

- Oversight of warehouse staff with prioritized tasks for incoming shipments and outgoing orders for operational efficiency.

packaging of items.

- Communication with sales and customer service teams regarding special order requirements and instructions.
- Verification, inspection, labeling, and storage of products to maintain accuracy and prevent delivery errors.
- Coordination of outbound shipments and deliveries, as well as incoming freight, to optimize workflow and logistics.
- Leadership in annual and cycle inventory counts, tracking stock levels and recording defective items.
- Addressing of complaints related to shipments and escalation of concerns to supervisors as necessary.
- Availability and proper maintenance of necessary tools and equipment in good working order.
- Maintenance of a structured, safe, and clean warehouse environment to support operational efficiency.
- Enforcement of corporate safety and security programs, ensuring compliance with OSHA and other regulations.
- Supervision, training, and support of warehouse employees while setting and managing operational goals for optimal efficiency and customer satisfaction.
- Development and refinement of warehouse operations, including storage requirements, equipment usage, inventory processes, and shipping methods.
- Guidance for the warehouse team in solving operational challenges and achieving both short- and long-term performance objectives.
- Management of inventory, logistics, workflows, staffing allocations, and productivity to meet company standards.
- Establishment and enforcement of procedures that promote a safe and compliant workplace.
- Planning and oversight of work schedules to ensure quality output while minimizing overtime.
- Regular inspections of warehouse machinery, tools, and equipment, overseeing maintenance as needed.
- Meetings with warehouse leads to evaluate performance metrics and development of strategies for loss prevention.
- Oversight of product transportation to customers and company facilities, coordinating with drivers and air partners for timely deliveries.
- Accurate and timely invoicing; resolution of client billing inquiries.
- Communication with suppliers and vendors for price quotes on materials, equipment, or services.
- Comparison of pricing, availability, and contract terms for cost-effective purchasing decisions.
- Negotiation of pricing and delivery schedules with suppliers for optimized warehouse operations.
- Maintenance of records for received quotes and analysis of trends in supplier pricing.
- Coordination with procurement and finance teams for purchase approvals based on competitive pricing.
- Verification of quote accuracy to ensure alignment with budget constraints and operational needs.
- Building and maintaining relationships with suppliers for the best deals and service agreements.
- Communication with logistics providers for transportation and freight quotes for shipments.
- Assurance that all quotes meet quality and compliance standards prior to finalizing orders.
- Support for cost reduction initiatives by identifying alternative suppliers or negotiating better contract terms.

Production Mechanic Assembler

Schmid Thermal Systems, Inc.

October 2017-April 2019

- Assembled, installed, and fabricated mechanical components, sub-assemblies, and complex systems for production furnaces.
- Operated forklifts to safely and efficiently load and unload supplies from trucks.
- Utilized standard hand and power tools, as well as specialized fixtures, for mechanical assembly work.

- Performed drilling, tapping, and mounting of metal and plastic parts, enclosures, and assemblies.
- Inspected products and reported any quality issues to ensure compliance with standards.
- Prepared product shipments and maintained shop cleanliness as needed.
- Read and interpreted schematics, blueprints, and assembly drawings to ensure accurate installation of components.
- Followed Good Manufacturing Practices and complied with all safety regulations.
- Collaborated effectively with engineering staff to support production and assembly processes.

Receiving Clerk

Fox Racing Shox

February 2015-October 2017

- Verification and maintenance of accurate records for incoming and outgoing shipments were ensured to match bills of lading, invoices, orders, and other documentation.
- Inspection, weighing, counting, or measuring of shipments confirmed details and identified discrepancies.
- Recording of receipt for incoming materials and equipment, unpacking of shipments, and examination of contents for damage or shortages occurred.
- Rejection of damaged items, documentation of discrepancies, and coordination with shippers for issue resolution took place.
- Routing of incoming materials, supplies, and equipment to designated stockrooms, departments, or work areas was completed.
- Preparation of shipments with appropriate shipping labels, identification details, and instructions was carried out.
- Posting of weights and shipping charges, along with affixing of postage as required, was handled.
- Operation of forklifts and pallet jacks, certified by Fox, allowed for safe movement of shipments between receiving platforms, storage areas, and workspaces.
- Supervision and assistance in preparation and receipt of shipments, with direction provided to personnel as necessary, were conducted.
- Handling of returned damaged or defective goods and unsold products ensured proper designation and processing.

Fresh Tech Systems Inc.

Warehouse Technician

February 2014 to January 2015

- Assisted with warehouse operations, including receiving, stocking, processing, and distributing materials.
- Inspected incoming stock supplies and items, ensuring accuracy and quality before storage.
- Retrieved parts for restoration and rebuilding of electronic devices, preparing them for delivery to designated product sites.
- Fulfilled orders for supplies and equipment as needed, ensuring timely distribution.
- Conducted monthly inventory counts and tracked data using Microsoft Excel.
- Maintained organized and accurate inventory records.
- Operated forklifts and used other common warehouse equipment for loading and unloading trucks.
- Established and maintained effective working relationships with colleagues and team members.
- Completed warehouse tasks following oral and written instructions efficiently.
- Assisted engineers with rewiring and rebuilding programmable logic controllers (PLCs).
- Provided technical support for machining, press fits, bearings, mechanical grippers, and torque wrenches.
- Worked with hydraulic power units, pipe threads, JIC fittings, check valves, and flow restrictors.

- Performed onsite equipment maintenance and troubleshooting.

Dreisbach

Forklift Driver/Loader

July 2013-January 2014

- Assisted in warehouse operations, including receiving, stocking, processing, and distributing materials.
- Inspected and stored all incoming stock supplies and items to ensure accuracy and quality.
- Retrieved parts for the restoration and rebuilding of electronic devices, preparing them for delivery to designated product sites.
- Fulfilled orders for supplies and equipment as needed to ensure timely distribution.
- Conducted monthly inventory counts and tracked data using Microsoft Excel.
- Maintained organized and accurate inventory records.
- Operated forklifts and other common warehouse equipment for loading and unloading trucks with supplies.
- Established and maintained effective working relationships with colleagues and team members.
- Adhered to oral and written instructions for efficient completion of warehouse tasks.
- Assisted engineers with rewiring and rebuilding of Programmable Logic Controllers (PLCs).
- Provided technical support for machining, press fits, bearings, mechanical grippers, and torque wrenches.
- Worked with hydraulic power units, pipe threads, JIC fittings, check valves, and flow restrictors.
- Performed on-site equipment maintenance and troubleshooting.
- Maintained cleanliness and organization within the warehouse.
- Ensured accurate execution of all required paperwork.
- Assisted in unloading delivery trucks and distribution of incoming goods.

Golden State Bulb Growers

Maintenance Technician

April 2013 to June 2013

- Repairs and adjustments conducted on field equipment, forklifts, and tractors for optimal functionality.
- Inspections performed on forklifts, field equipment, and other machinery for compliance with operational standards.
- Routine maintenance services carried out, including tune-ups, oil changes, spark plug replacements, and filter changes.
- Testing, evaluation, and maintenance of equipment performance implemented to minimize downtime and ensure efficiency.
- Proper maintenance of tools and machinery followed safety guidelines and usage instructions.
- Monitoring and servicing of batteries and chargers ensured reliable operation and performance.
- Safety equipment tests conducted for compliance with OSHA and operational standards.
- Accurate and up-to-date maintenance records maintained for tracking repairs and services.
- Prompt responses recorded to service calls, with diagnosis and addressing of equipment issues as necessary.
- Work area kept clean, and general maintenance duties performed for a safe and organized environment.
- Additional job assignments and related tasks completed as required.

Threshold Enterprises

Sanitation Technician

February 2013 to April 2013

- Repairs and adjustments on field equipment, forklifts, and tractors for optimal functionality were completed.
- Inspections of forklifts, field equipment, and other machinery for compliance with operational standards were conducted.
- Routine maintenance services, including tune-ups, oil changes, spark plug replacements, and filter changes, were performed.
- Testing, evaluation, and maintenance of equipment performance to minimize downtime and ensure efficiency were executed.
- Proper maintenance of tools and machinery, following safety guidelines and usage instructions, was carried out.
- Monitoring and servicing of batteries and chargers for reliable operation and performance were done.
- Safety equipment tests for compliance with OSHA and operational standards were conducted.
- Accurate and up-to-date maintenance records for tracking repairs and services were maintained.
- Prompt responses to service calls, diagnosis, and addressing of equipment issues as needed were made.
- Work areas were kept clean, and general maintenance duties for a safe and organized environment were performed.
- Additional job assignments and related tasks as required were completed.

Kendall-Jackson Monterey Wine

Machinery Technician

October 2012 to November 2012

- Organization and preparation of all production rooms for efficient workflow were completed.
- Identification and staging of all necessary products for machine operators were carried out.
- Transportation of staged products from storage areas to production rooms was performed.
- Positioning of drums and barrels of finished goods for the coating department was accomplished.
- Familiarity with press rooms and drum locations ensured proper organization of the coating staging area.
- Cleaning and sanitizing of production areas, including walls, floors, and equipment, were conducted.
- Removal of machines at the end of production runs and transfer to the setup area took place.
- Vacuuming and mopping of production rooms between changeovers provided a clean working environment.
- Removal of drums and transportation to the wash station for cleaning were done.
- Assistance at the wash station with washing barrels, catch buckets, and other items was provided.
- Cleaning and maintenance of all production equipment, including oven racks, roller compactors, mills, ribbon blenders, and utensils, were performed.
- Changing and cleaning of desiccant room filters ensured optimal air quality.
- Support for the packaging warehouse through pickup and handling of released finished goods was offered.

Software & Certifications:

- Proficient in Microsoft Word and Excel for documentation and data tracking
- Experienced with Sage 100 for inventory and business management
- Epicore to manage business processes
- Forklift Certified with hands-on operational experience