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# THOMAS CLARK

\* Address ▪ Telephone Number ▪ E-mail Address

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## --WAREHOUSE AND DISTRIBUTION SENIOR MANAGEMENT--

*An energetic and highly organized professional with more than 17 years of warehouse and materials management experience. Demonstrates ability in managing warehouse, inventory, shipping, and receiving operations. Significantly competent in arranging and coordinating regional, national, and global logistics. Hard working and detail oriented, with the ability to multi-task effectively. Outstanding leadership, motivation, and communication skills.*

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### KEY STRENGTHS

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- 17 years of business management experience
- Familiar with distribution and retail operations
- Knowledgeable in all aspects of business finances
- Ability to prepare business plans and manage resources
- Proven ability to lead teams and departments
- Adept at developing policies and procedures
- Highly organized, able to multi-task effectively
- Excellent motivation and communication skills

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### KEY ACCOMPLISHMENTS

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- ♦ Involved with Third party logistics (3PL) provider for companies such as WalMart and Sears
- ♦ Authored Shipping Department employee manual and policies
- ♦ Surpassed gross revenues in the year 2006 by achieving 140% increase in the year 2007
- ♦ Utilized expertise in distribution which resulted in an expansion of company brand
- ♦ Successful partnership with US Post Office requiring local station manifesting
- ♦ Induction of Clippership and expansion of carrier selection to all major common carriers
- ♦ Maintained high standard functionality of entire distribution division
- ♦ Established effective and productive forecast models that improved the operation of the company
- ♦ Surpassed gross revenues in the year 2006 by achieving an estimated 210% increase in the year 2007
- ♦ Successful design and layout a 30,000 square ft distribution center
- ♦ Solely responsible for creating 10,000 square ft facility into a shipping enterprise
- ♦ Profitably increased sales by 150% in *POLSTEINS.COM, LLC as a Warehouse Manager*

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### PROFESSIONAL HISTORY

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#### SHIPPING AND DISTRIBUTION DIRECTOR

MAY 2006–PRESENT

*SNOWJOE, LLC, EDISON, NJ*

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- ♦ Utilize extensive knowledge of TL/LTL freight distribution on wholesale level with strong ties to over 15 logistics companies
- ♦ Maintained high standard functionality of entire distribution division
- ♦ Develop working knowledge of international import and export operations via ground, air and ocean cargo
- ♦ Work and report directly to CEO
- ♦ Develop the image of the product and the company by setting high standards of regimen and cleanliness

#### SHIPPING AND DISTRIBUTION DIRECTOR

MAY 2006–PRESENT

*HOME AND BEYOND.COM, EDISON, NJ*

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- ♦ Improve operation of the company by applying effective structure to staff using organizational charts in PowerPoint
- ♦ Proficient in all shipping software peripherals including UPS Worldship, FedEx Ship manager, DHL EasyShip
- ♦ Successfully design and layout a 30,000 square ft distribution center
- ♦ Work and report directly to CEO and Operations VP
- ♦ Accomplish scheduling, monitoring and evaluation of more than 28 employees and 3 supervisors
- ♦ Administer workflow, production optimization, shipment analysis and carrier invoice auditing
- ♦ Develop strong and complete knowledge of domestic residential ground shipping practices
- ♦ Develop the image of the product and the company by setting high standards of regimen and cleanliness

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- ♦ Plan and design procedures underway for anticipation of move within 4 months into 100000 sq ft DC including layout and construction of \$800,000 conveyor belt system
- ♦ Serve as liaison to Vermont based website design company who customized software involving inventory, customer, and purchase order databases

## WAREHOUSE MANAGER

MAY 2005–MAY 2006

*POLSTEINS.COM, LLC ▪ BROOKLYN, N.Y.*

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- ♦ Applied all expertise to the rapidly growing business of logistics and online retail sales
- ♦ Coordinated shipments and worked closely with popular carriers such as UPS, DHL and FedEx
- ♦ Supervised all outbound and inbound activity including receiving, order picking, packing, loading, inventory control and reliability
- ♦ Supervised up to 15 employees and reported directly to CEO

## GENERAL MANAGER AND SALES

NOV 2002-APR 2005

*DEVELOPMENT DYKER HEIGHTS BEVERAGE, LLC  
▪ BROOKLYN, N.Y.*

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- ♦ Implemented and diagnosed advanced product scanning system
- ♦ Supervised data entry of extensive product line
- ♦ Launched innovative software into the beverage distribution industry
- ♦ Assisted and advised president of previously owned trade; acquired new accounts and trained new staff
- ♦ Managed warehouse and participated in warehouse responsibilities including forklift operation and all outbound activities

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## OTHER WORK HISTORY

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**GENERAL PARTNER, VICE PRESIDENT AND SENIOR OPERATOR**  
*SHORE ROAD BEVERAGE CORP ▪ BROOKLYN, N.Y.*

FEB 1990-NOV 2002

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**ADVANCED DATA PROCESSING SPECIALIST, PERSONNEL  
DEPARTMENT**  
*GOLDMAN SACHS & CO ▪ NEW YORK, NY*

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FEB 1987-NOV 1990

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## EDUCATION

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**BACHELOR OF SCIENCE DEGREE, MAJOR IN COMPUTER WITH RELATED COURSES IN BUSINESS:  
1987**

ST. JOHN'S UNIVERSITY, STATEN ISLAND, N.Y

Self-education of the Personal Computer includes Building and Upgrading, Microsoft Applications including Windows, Word Processors, Spreadsheet Applications, and Numerous Software Applications