

# Warren O'Neill



## General Manager

<b>Address</b>	1515 Pacific Ave, Los Angeles, CA 90291, United States	<b>Email</b>	email@email.com
<b>Place of birth</b>	San Antonio	<b>Nationality</b>	American
<b>Driving license</b>	Full	<b>Links</b>	<a href="#">Twitter</a> , <a href="#">Facebook</a> , <a href="#">LinkedIn</a>

## 01 PROFILE

*Detail-oriented General Manager a proven history of increasing productivity with employee morale-boosting initiatives. Service orientated, deadline driven and an exemplary record of securing recurring client contracts. Holds a Bachelor's in Construction Management and will add value by creating new business development strategies to ensure the expansion of client territories ultimately taking revenue to the next level.*

## 02 EMPLOYMENT HISTORY

10/2015 – 03/2019

### **General Manager at UPX Distribution**

*Indianapolis, IN*

*Negotiated long-term agreements with shipping companies, resulting in 30% cost savings*

- Manage employees across receiving, picking, packing and shipping departments
- Responsible for continuous training and development strategies
- Monitor expenses and overheads such as over-time, damages, stock attrition, freight and supply expenses
- Manage inventory costs and just in time principles for stock deliveries
- Recruit, hire and train new employees for all departments and distribution centers
- Embark on continuous improvement strategies to inefficiencies and implement process improvements related to safety, quality, and production
- Ensure that the warehouse facility is compliant with all Federal, State, and Local regulations

06/2010 – 08/2014

### **Assistant General Manager at Group Five Construction**

*Kennebunk, ME*

*Instrumental in the implementation of an employee engagement program which reduced staff turnover by cut turnover by 25%*

- Inspect workmanship of all renovation projects at various stages of the building activities
- Approve preliminary designs and purchase orders for building supplies
- Approve project plans and schedules for all reconstruction activities
- Communicate with Owner, Architect, and Sub-Contractor to ensure that work was performed according to plans and expectations
- Assist Supervisor with work schedules to minimize inconvenience to current tenants
- Create daily reports for the Owner to provide updates and identify concerns

- Report on health and safety incidents
- Supervise first-shift operations of up to 25 associates

### 03 EDUCATION

03/2018 – Present	<b>California University</b> Ph.D. in Business Administration	San Diego, CA
03/2006 – 03/2008	<b>Chicago State University</b> Masters in Business Administration	Chicago, IL
09/2002 – 12/2005	<b>University of Ohio</b> Bachelor of Engineering in Construction Management	Cleveland, OH

### 04 SKILLS

Construction	● ● ● ● ●	Financial Statements	● ● ● ● ●
Marketing Strategies	● ● ● ● ●	Inventory Control	● ● ● ● ●
Recruitment	● ● ● ● ●	Training & Development	● ● ● ● ●
Logistics & Warehousing	● ● ● ● ●	Management & Leadership	● ● ● ● ●
SAP	● ● ● ● ●	Lotus Notes	● ● ● ● ●
Asana	● ● ● ● ●	Trello	● ● ● ● ●
TeamGuru	● ● ● ● ●	Agile	● ● ● ● ●
Slack	● ● ● ● ●		

### 05 COURSES

04/2018	<b>Certified Manager (CM) at Institute of Certified Professional Managers, VA</b>
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### 06 LANGUAGES

English	● ● ● ● ●	Italian	● ● ● ● ●
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### 07 INTERNSHIPS

04/2008 – 03/2010	<b>General Manager at A. Smith Building Supplies</b> <i>Take over general management duties at the family business during summer holidays</i>	Shreveport, LA
	<ul style="list-style-type: none"> <li>• Analyze financial statements, review sales, and operational activity reports</li> <li>• Identify areas requiring cost reduction or program improvement</li> <li>• Direct and coordinate activities purchasing, inventory, pricing and sales</li> <li>• Oversee administrative activities directly related to product manufacturing</li> </ul>	

- Monitor suppliers to ensure service delivery standards are maintained

## **08 HOBBIES**

Cycling, Running, Carpentry