

Matthew V. Spray

7673 South Summit Peak Drive, D208
Midvale, Utah 84047
(801) 907-0973
verbeekspray@gmail.com

Career Focus

Experienced Warehouse Worker including inventory control, warehouse operations and project management. Proven ability to organize materials and resources to produce optimal results. Outstanding leadership and communications skills. Capable of utilizing my skills and experience and dedication to the job, my self-starter attitude, and my ability to learn quickly to start a long-term career in a warehouse position.

SKILLS & EXPERTISE

- Order Processing
- Invoice Verification
- Product Inspection
- Problem Resolution
- Policy & Procedure
- Team Player
- Forklift
- Customer Service
- Dependable/Prompt
- Safety Conscience
- Inventory Control
- Record Keeping

Professional Experience

S & L Industrial, Cowley, WY

05/06/14 – 9/10/14

Flagger/Laborer

- Conducted all traffic control and flagging activities, directed and routed traffic and motorists through construction site and other temporary traffic-control zone
- Put up warning signs, warning devices, traffic cones and barricades to slow down the speed of traffic, in a temporary traffic-control zone
- Interacted with public and motorists, in a courteous and positive manner

Wyoming Department of Corrections, Rawlins, WY

04/02/09 – 05/06/14

Correctional Officer

- Maintain security/control of the institution and enforced institutional policies/procedures
- Supervise offender's housing units, personal hygiene and institutional activities
- Perform inspections of offender living quarters and random cell searches, common areas and offenders looking for contraband also effectively handled confrontational situations; resolving them appropriately

Standard Heating and Cooling, West Valley City, UT

04/01/07 - 03/03/09

Counter/Warehouse Representative

- Received/counted stock items and recorded data using a computer
- Packed/unpacked items to be stocked in warehouse/stockroom, marked stock items
- Verified inventory computations, investigated discrepancies/adjusted errors
- Obtained customers' billing information, product numbers and specifications of items to be purchased
- Entered information in computer, preparing and generating invoices
- Checked inventory records to determine availability and sold additional merchandise

Education

U.C.E.I. Private School, West Valley City, UT
High School Diploma

Graduated