

# James Mathews

**Customer service, Shipping and receiving manager and front cash office and register manager**

Bitely, MI

rkmcoscar@gmail.com - (616) 886-1386

I'm looking for long term employment, I'm Friendly, outgoing, I learn fast and I'm very accurate. I want to be a part of your team and enjoy gainful employment for years to come. I like the satisfaction of a job well done.

## WORK EXPERIENCE

**Customer service, Shipping and receiving manager and front cash office and register manager**

- February 2009 to February 2013

janitorial and general store operations.

### **Warehouse Manager**

Gentex Corporation - Zeeland, MI - September 1987 to May 2008

Conduct employee performance reviews, supervising employees, safety, hiring, firing, data entry, attendance records, forklift training, inventory records, cycle counting, and completing all paper work for shipping and receiving functions, including bills of lading, outgoing shippers, and United States Customs documentation, shipping and receiving duties including full container loads and less than truckload and UPS/Fed Ex shipping.

## EDUCATION

### **High School Diploma in General Studies**

University of Phoenix

### **mechanics**

West Ottawa High School

## ADDITIONAL INFORMATION

### Skills and Abilities:

I'm very accurate, Friendly, trustworthy and have good attendance. I learn fast, and work hard. I have had several in-house and outside management courses including Dale Carnegie Training course.