

Matthew Cochran

Production Assistant

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WORK EXPERIENCE

Production Assistant

Groupon - Hebron, KY - March 2014 to November 2014

Assisted the Area Managers in running daily operations in a fast paced environment.
Implement Kaizen plans, goals, and SOPs for process improvements
Trained and over saw data entry procedures using Microsoft Office.
Responsible for overall performance, quality, safety, & inventory accuracy
Work with HR to follow & help implement Groupon's policies and procedures
Reward and discipline employees, resolve problems, and address staffing needs
Problem solved various issues that would come up involving a start up operation

Supervisor/Lead

Schwarz Supply Source - Hebron, KY - March 2011 to January 2014

Responsible for managing all operations for the Picking/Packing department
Supervising up to 25 employees in the various jobs in the department, including picking, packing, quality control, and data entry.
Mentor employees in overall career development, including performance reviews and goal setting
Moved with the company out of state to help start up a new operation in Columbus.
Make sure all areas of operations fully staffed
Maintain receiving, shipping, and order processes.
Train all associates to properly and effectively learn procedures
Run day to day operations to ensure all orders are sent out timely and accurate
Closing and opening the building, working first, second, and third shifts depending on business needs.
Worked with receiving, and full case picking to plan and over see three successful peak seasons with the company.

Schwarz Supply Source - Hebron, KY - December 2010 to March 2011

Picker/Packer/Quality Control

Worked in various departments for an office supply distribution company
Picked orders using an RF scanner
Checked, boxed and processed orders, ensuring each package was accurate
Wrapped, built and separated pallets of orders.
Loaded and unloaded trucks using a sit down fork lift
Received in new product as it comes off the docks.

EDUCATION

New Richmond High School - New Richmond, OH
2003 to 2006