

Matthew Postell

Cincinnati, OH

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Seeking a rewarding career with an opportunity for advancement. I desire a position at a progressive organization that will help further cultivate my professional skills.

Willing to relocate: Anywhere

WORK EXPERIENCE

Quality Control Inspector

Mallinckrodt - Cincinnati, OH - May 2012 to Present

Perform inspections of all Covidien medical supplies

- Rework or reject subassemblies or finished products as required.
- Accurately document the results of the inspections and testing.
- Evaluate problems and make initial recommendations for possible corrective action to supervise.
- Train other Quality Control employees on the procedures associated with job.

Graphic Designer/Illustrator

Salt Light Productions - Cincinnati, OH - June 2009 to Present

Responsibilities

I am responsible for all design work and marketing material for Salt Light Productions. I've created brochures, flyers, press kits and business cards. I also did the illustrations for author J. Postell's children's book, Blu Bella Takes Center Stage.

Material Handler

Covidien - Cincinnati, OH - April 2011 to May 2012

Pick and Pack material

- Shipping and receiving of all Covidien material
- Took inventory on incoming and outgoing materials

Boats Man

U.S. Navy Reserves - Cincinnati, OH - May 2005 to April 2012

Assist with military events

- * Maintenance
- * Fitness Coordinator
- * Continuous Education (Online Certification)

Environmental Service Tech (Housekeeping)

Good Samaritan Hospital - Dayton, OH - May 2008 to December 2010

- * Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.
- * Clean up of human waste and other body fluids.
- * Responsible for disposal of trash, waste, and other disposable materials.
- * Handle various cleaning solvents, chemicals, etc.
- * Comply with all regulations such as OSHA, EPA, State Health Department, etc.
- * Provide clean, sanitary comfortable, orderly and satisfying surroundings for hospital residents.

- * Promote sanitary conditions which prevent the spread of infection and odors.

Meter Reader

Dayton Water Works - Dayton, OH - November 2007 to May 2008

Dayton, Oh

Water Meter Reader

- * Locates and reads water meters on an assigned route and records readings on a hand held microcomputer
- * Customer Service
- * Checks to see that meters are functioning properly and reports broken glass, lids and other meter defects
- * Checks consistency of meter readings and reports unusual cases
- * Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Department Manager

Wal-Mart Super Center - Dayton, OH - March 2005 to July 2007

Daily maintained Customer Inventory Flow Process (CIFP)

- * Stocked, ordered and maintained retail merchandise
- * Employee scheduling
- * Operated Forklift, Scissor Lift, Electronic Pallet Jack and Walker Stacker

EDUCATION

Sinclair Community College
2000 to 2001

Art Institute of Atlanta
1998 to 1999

ADDITIONAL INFORMATION

SKILLS PROFILE

- * Operate heavy machinery
- * Coordinating
- * Maintenance
- * Product Assembly
- * Team Building & Leading
- * Experienced in: Photoshop, Versions 3-7, Illustrator and Corel Paint/Draw
- * Quality Control