

# Michael G. Albert

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## Objective

Driven leader pursuing a full-time position in distribution where I can showcase my ambition and talent to help further the company's success through teamwork, innovation & integrity, and maximizing efficiency in logistics.

## Experience

### Warehouse Manager

April 2013 - December 2013 : High Country Sales, LLC- Littleton, CO

- Implemented more effective and safe solution for transportation of bulk carts. Established specific and effective area for canning bulk product.
- Improved system for receiving product in Quickbooks to eliminate receiving errors.
- Identified and differentiated bulk items that needed additional orders and those that did not.
- Eliminated need to print UPC bar code labels for many products. Designed label templates and step by step instructions for use of box, bag and bulk can product.
- Day to day operations include: Receiving and shipping standards of all product, organization, safety and cleanliness of warehouse, direct and constant communication with crews for loading and unloading product for shows.
- Forklift certified.

### Official, Head Sports Instructor (various programs)

June 2007 - Present : South Suburban Parks & Rec- Centennial, CO

- Flag football official for adult and youth levels.
- Fueled by my passion, experience & knowledge, led multiple programs for youth basketball, soccer & golf.
- Event official for yearly Hershey's Track & Field sectionals and state meets.
- Volunteer for various youth and adult special events.

### **Warehouse Attendant**

December 2010 - March 2013 : Keyston Bros. - Denver, CO

- Day to day operations include: fulfilling customer orders at will call, handle customer purchasing (creating customer orders & linked Keyston Bros. purchase orders with correct pricing and shipping instructions; accurately and quickly submit purchase orders via fax or email; and confirm receipt of purchase orders with vendors), receiving of daily inbound freight from UPS and freight service (ensure piece count is accurate and damage free; initiate claim process for any damaged or missing items), & shipping of daily outbound freight via UPS and local courier provider.
- Inventory control (conscientious of low stock or out of stock items and reports low/out stock items to manager; look for stock count discrepancies and report them to manager)
- Constant awareness of safety and cleanliness.
- Fast-paced environment required me to developed and hone my skills in multi-tasking, strategic organizing, quick decision making, teamwork, initiative, attention to details and communication.
- Drive company box truck to make local deliveries to companies or pickup stock merchandise from local suppliers.

### **Service Representative**

February 2010 - March 2012 : 24 Hour Fitness - Highlands Ranch, CO

- Earned employee of the month.
- Customer service responsibilities included meeting and greeting all customers and guests; assisting customers or quests with any questions or concerns; and building relationships with customers.
- Operational tasks included completing daily checklists for safety and cleanliness compliance, manage point of sale and cash drawer, and daily communication with service manager on retail inventory.

### **Consultative Sales Associate**

November 2009 - March 2010 : SEARS - Centennial, CO

- Assist customers in retail setting for tools, exercise equipment, paint and lawn & garden.

### **School-Age Teacher**

September 2008 - August 2009 : KinderCare L.C. - Littleton, CO

- Responsible to daily implementation of KLC curriculum during summer season; assist students with their own school material otherwise.
- Mandatory yearly trainings where teachers were informed on new research regarding daycare education and develop and further improve current skills.
- Frequent attendance counts by visual inspection and written documentation.
- Provide a safe & fun educational environment.
- Recognized as the prime example school-age room in region, earning Best School-Age Class.
- Privy to private, confidential information regarding students, and maintained highest standard of integrity with sensitive information.

### **Coach Counselor**

July 2008 - August 2008 : Rite of Passage - Watkins, CO

- Nonstop, constant monitoring of adjudicated youth in correctional and educational institution.
- Ensure youth are adhering to all policies and procedures they agreed upon prior to admission.
- Daily one-on-one meetings with assigned youth to discuss and document daily progress of behavior and goals.
- Privy to private, confidential information regarding youth, and maintained highest standard of integrity with sensitive information.

### **Delivery Driver**

May 2007 - August 2007 : Domino's Pizza - Centennial, CO

### **Youth Care Worker I**

March 2006 - September 2006 : Girls & Boys Town - Las Vegas, NV

- Nonstop, constant monitoring of at-risk youth placed in our short-term program.
- Ensure youth are adhering to all policies and procedures agreed upon prior to admission.
- Assigned specific youth and responsible for weekly progress meetings where discussions of current goals are evaluated, discussed and documented.
- Responsible for assisting youth in developing and furthering social, educational & independent living skills, and guide youth on appropriate development plan to achieve their goals.
- Privy to private, confidential information regarding youth, and maintained highest standard of integrity with sensitive information.

## **Education**

**Colorado State University** - Ft. Collins, CO

August 2001 - December 2005

Bachelor's of Science in Psychology

**University of Northern Colorado** - Greeley, CO

August 2000 - May 2001

**Heritage High School** - Littleton, CO

1996 - 2000

## **Interests**

Professional interests include challenging and fast-paced environment where success is dependent on teamwork, communication, courtesy, integrity, initiative and having fun.

Personal interests include films, books, travel, recreational sports and activities, pets, friends, and family.

## **References**

**Curt Perry**

Owner - High Country Sales, LLC

(970) 314-4499

**Zach Williams**

Store Manager - Ammo Kan

(720) 951-4375

**Ty Wisenstine**

New Employee & Franchisee Development - Ammo Kan & Maverick  
Ammunition

(720) 708-8898

**Jeremy Schrock**

Owner - Alpine Armory

(970) 712-4525

**Michelle Kraemer, CPRP, CYSA**

Athletics Coordinator - South Suburban Parks & Recreation

(303) 483-7029