

DAVID W. LINDENMUTH

(757) 374-9123

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Job objective: Position in purchasing / material handling / shipping and receiving / administrative assistant.

SUMMARY

- Skilled in customer service in handling the public with professionalism and sensitivity
- Excellent written, verbal, and listening skills
- Proficient in Microsoft Word, Excel, and Outlook
- Exceptional professional ability to manage multiple tasks in a fast paced environment, meticulous attention to detail, and initiative in a team setting
- Enjoy organizing complex projects and following through to completion
- Work effectively with a wide variety of people

RELEVANT EXPERIENCE

- Requested bids from vendors and contractors for awarding of annual blanket purchasing contracts
 - Produced purchase orders as needed for materials and supplies on a daily basis
 - Prepared procurement documents for over 1 million dollars worth of equipment and furnishings
- Determined minimum and maximum stock levels for over 1225 line items of materials and supplies
 - Conducted on-going reviews and updates of stock level figures, considering expected and past usage figures
 - Maintained 100% validity of inventory of line items on a quarterly basis and utilized weekly cycle counts
- Monitored invoices and receipts for accuracy
 - Developed a check-and-balance system to reduce errors
- Implemented a new software program installation providing better insite relating to being more user friendly
- Analyzed office paperwork flow and devised more efficient procedures
- Established a system for maintaining of accurate records of financial transactions
 - Conducted accurate documentation and filing of records
- Assessed appropriate duties utilizing expertise knowledge in the training and mentoring of new employees
- Delegated daily job assignments to 40-45 employees, and resolved operational problems
- Recognized by executive management for exceptional professional ability to manage multiple tasks in a fast paced environment, attention to detail, and initiative in a team setting
- **16 years** supervisory and management experience and **20 years** active honorable service
- Performed exceptional accounting, maintaining records and budgets

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WORK HISTORY

Customer Service Representative	Teletch Holdings, Inc., Greeley, CO	11/15-08/19
Technical Support Representative	LearnKey, Inc., St. George, UT	01/14-11/15
Field Service Technician	Cox Communications, Chesapeake, VA	11/05-03/13
Administrative Assistant	CBS Builders Supply, Clermont, FL	08/04-07/05
Millshop Technician	CBS Builders Supply, Clermont, FL	08/04-07/05

EDUCATION

Associates of Science, Computer Information Technology – Valencia College, Orlando, FL

- Information Technology Support Specialist Certificate
- Technical Customer Service Specialist Certificate
- Information Technology Support Analyst Certificate