

Forest Mitchell

Operations Manager

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720-477-1020 • Aurora, CO 80012

I'm a very hard worker that takes pride in my work and shows up every day. Nothing I can't learn and enjoy learning. Most happy at work when there is a lot to do. I'm at my best under pressure.

Not found in my work history is I ran Large Dairy Farms (1000 to 3000 cows milking) for a lot of years. That involved Daily Management, Training of employees, putting together a yearly budget of feed and supplies need for the year. Daily operation of the farm 24/7. Running a dairy requires attention to detail, ability to work hard and long periods at a time in any weather. If you had a problem today you could not put it off until tomorrow, you had to start dealing with it right away.

These are things I do in every job I have. You will always get honesty, pride in my work, and the ability to get a lot done from me. These are things you can't learn. Either you are this way or you are not.

I'm a lot more impressive in person than on a piece of paper.

Skills

Areas of Expertise include:

- Operations Management
- Resource Allocation
- Schedule Coordination
- Relationship Management
- Team Leadership
- Logistics & Supply Chain Management
- Training & Development
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Professional Experience

VICON • Centennial, CO • Aug 2013 - Present

SHIPPING & RECEIVING MANAGER

Oversee logistics coordination for the shipment, delivery, and receipt of goods throughout production facilities. Monitor inventory, conducting monthly reconciliation and reporting to ensure accuracy and maximized efficiency. Establish, cultivate, and maintain relationships with internal teams and vendors to facilitate accurate schedule coordination and adherence to overarching timelines and budgetary guidelines.

Key Accomplishments:

Reorganizing the in-tier warehouse to simplify the pulling of orders and inventory counting.

Took over the maintenance of the inside of the building we are in. Small things like sheet rock, electrical, plumbing and other odd jobs.

NAME OF YOGURT SHOP • Aurora, CO • Apr 2012 - Present

FOUNDER/OWNER

Own and operate a yogurt establishment, overseeing customer service and sales, as well as operations management and financial reconciliation. Research current trends and evolving consumer needs to provide innovative products. Compile accurate data and reporting for financial analysis.

Key Accomplishments:

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- Established standard operating procedures and best practices to ensure consistent performance improvement and client satisfaction.
- The shop has been sold and is still operating today.

DOUG KNOW (FEDEX) • Centennial, CO • Oct 2012 – Aug 2013

DRIVER

Facilitated coordination of delivery and shipment of FedEx packages for a locally owned franchise.

Key Accomplishments:

- Leveraged knowledge of local routes to expedite package delivery.

FEDEX • Denver, CO • Oct 2005 – Mar 2012

FEDEX GROUND DRIVER

Purchased a FedEx route for the safe and effective delivery of packages, managing 13-hour shifts to encompass all residential and business deliveries.

Personal reference's,

Dave Hunt: [970-737-2437](tel:970-737-2437) Owner of a feed lot.

Doug Know: [720-261-3017](tel:720-261-3017). He own's about 10 FedEx ground routs.

Jeff Ovadya: [310-437-4503](tel:310-437-4503) Director of sales. A main boss where I work. May call after we have a face to face.

Education

GED, Phoenix, AZ