

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Matthias M. Gabriel Date: 11-6-18

Address: (Street Address) 555 Apple Ridge Blvd SW (Apt. /Unit #) _____

(City) Rochester (State) MN (ZIP Code) 55902

Phone: 507-589-8427 Email: Gabriel.Matthias@yahoo.com

Social Security No. 365-27-8778 Date Available: ASAP

Position Applied for: Shipping/Receiving Desired Salary: 16.80+

Shift Available to work: ___ 1st 2nd ___ 3rd Employment desired: Full-Time Part-Time

Are you authorized to work in the U.S? Yes ___ No

How did you hear about us? Walk in Referral Name: N/A

If under 18, please list age: N/A

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? ___ No Yes

- Work other jobs
- Baby sitting
- Home

2nd Seasonal

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	Godwin Height	Grand Rapids MI	2 year	General
College	RCTC	Rochester	2 + 2	Law enforcement criminal justice
Bus. Or Trade School	Job Corps	Grand Rapids	1	computer
Professional School				

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Previous Employment

Company: Maple Phone: 507 255 5058
Address: 201 West Centre Supervisor: Mark J
Job Title: lead technician Starting Salary: \$ 16.50 Ending Salary: \$ 19.80
Responsibilities: supervising, scheduling, training
From: 2013 To: present Reason for Leaving: need second job to pay for school
May we contact your previous supervisor for reference? Yes No

Company: Austin Packaging Phone: _____
Address: 108 Main st. Supervisor: Hatlee M.
Job Title: shipping/receiving Starting Salary: \$ 16.25 Ending Salary: \$ 17.04
Responsibilities: forklift, shipping, receiving, Billing, and more
From: 2011 To: 2013 Reason for Leaving: sold out to Belissio
May we contact your previous supervisor for reference? Yes No

Company: Brento / ventra operation Phone: _____
Address: _____ Supervisor: _____
Job Title: receiving clerk Starting Salary: \$ 14.90 Ending Salary: \$ 16.15
Responsibilities: receiving, load and unloading truck
From: 2010 To: 2012 Reason for Leaving: relocation to MN
May we contact your previous supervisor for reference? Yes No

Company: Bun Basket Phone: _____
Address: 1610 25th st sw Supervisor: Fred Mathis
Job Title: lead/supervisor Starting Salary: \$ 13.50 Ending Salary: \$ 18.50
Responsibilities: scheduling, training, supervisor and paperwork
From: 2001 To: 2010 Reason for Leaving: Company sold out and relocation
May we contact your previous supervisor for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: Gabriel Mathis Date: 11-6-18

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant Gabriel Mahmud Date: 11-6-18

Gabriel K. Makuol

555 Apple Ridge Blvd SW, Rochester MN, 55902

Cell: 507 589 8427

Gabrielmakuol@yahoo.com

Dear Hiring Manager,

I have recently learned from friends that your company is hiring. My past experience aligns very well with the qualification you are or maybe seeking for at your department, in particular my role as shipping and receiving coordinator in the past, and I am certain I would make a valuable addition to your organization.

With more than 11 years of experience as a lead/supervisor and shipping & receiving coordinator, I am very good in decisions making, reviews, details oriented and closing processes. Moreover, while my on-the job experience has afforded me well-rounded skill set, including customer services and problem solving abilities, I excel at:

- Determining problems solving and resolution through careful analysis of available information
- Adhering to regulation and company policies
- Developing and maintaining confidentiality with the teams
- Prioritizing workload and meeting goals
- Time management

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for exceeding expectations and overall satisfactions. I am extremely enthusiastic about department's focus on customer service and would welcome the opportunity to contribute to your ongoing growth and success.

Please review my attached resume for additional details regarding my expertise and career achievements. I look forward to hearing from you to learn more about the opportunity and to discuss more qualifications with you at the interview session. You may reach me at 507 -589 8427 or via email at gabrielmakuol@yahoo.com. Thank you for your time and consideration in advance.

Sincerely,

Gabriel Makuol

Gabriel K. Makuol

555 Apple Ridge Blvd SW

Rochester MN, 55902

Cell: (507) 589 8427

Home: (507) 322 6787

Email: gabrielmakuol@yahoo.com

SUMMARY

Results-oriented team leader with a lot of experiences in sterile processing, decontamination, receiving, shipping, invoicing, inventory control, financial reporting, document control, production operations, scheduling, machine operator, forklift, data entry, security, patrolling, and effective at managing diverse team members to accomplish business goals. Detail-oriented and efficient, with strengths in both project and time management.

HIGHLIGHTS

- ❖ Medical instruments sterilization
- ❖ Equipment's decontamination
- ❖ Receiving / shipping clerk
- ❖ Billing oversight / invoicing
- ❖ Employees scheduling
- ❖ Machine operator
- ❖ Time cards
- ❖ Document control
- ❖ Persuasive communication skills
- ❖ Team leadership
- ❖ Multi-tasker
- ❖ Strong team- building skills
- ❖ Able to effectively assess operational ineffectiveness
- ❖ Coaching / policy enforcement
- ❖ Security and tactical approach
- ❖ Customer service
- ❖ Use of force / control technique
- ❖ Evidence collect / investigation

WORK EXPERIENCE

- **Linen & Central Service Lead** – Mayo Clinic, Rochester MN from 12/14/15 to present. Obtain assignments / staffing from the upper management and assign daily's duties to technicians, oversee and motivate team of 14 technicians to achieve daily patient's needs, monitored workflow and adjust staffing schedule, train new employees, make sure all paperwork, processing and sterilization is done according to procedure.

Report and request any patient's care equipment as needed
Prepare and make deliveries to various locations in the hospital
Help with special projects
Enforce policies and procedures during operation
Help with changes and make sure communication is delivered to the team

- ❖ **Resident assistant** – cottage wood senior living center- 2018- present, taking care of dementia clients, personal cares, meals, and events.
- ❖ **Electronic technician** – express employment (contracting) Benchmark Electronic, Rochester MN, from 09/2015 to 12/2016. Electronic assembling, testing, programming, soldering, welding, machine operator, packaging, and training new employees.
- ❖ **Counselor** - Gerald Academy, Austin MN, from 4/2015 to 6/2015. Working with abused and mental disabled kids' age 7-16 years old and changing lives for drug addict individuals by counseling and tell encouraging stories about the future.
- ❖ **Quality Inspector** - Rochester Medical Company, Stewartville MN, from 2/2014 to 2015. Making sure all catheters are passing the set standard guideline, test chemical, sign off papers for shipping and production.
- ❖ **Shipping & Receiving coordinator** - 118 N Main St NW, Austin MN, from 8/2013 to 3/2014. Duties include Planning, organize shipping schedule, receiving, creating bill of landing, signing off all inbounds and outbound deliveries, and making appointment for truck drivers, interacts with customers, faxing and online appointment request, perform clerical duties, telephone conversation with customers
- ❖ **Shipping & Receiving Clerk** - Grand Rapids MI, from 8/2011 to 3/2013. Duties include receiving auto parts from outside vendors, ordering supplies, shipping, loading/unloading trucks, inventories, monthly cycle count, and restocking warehousing, process and schedule appointment for customer, use different computer screens to monitor workflow, responsible for all shipping paperwork.
- ❖ **Production team lead / supervisor** – Ban Basket Bakery Chef/Ralcorp Frozen Products, Wyoming MI, from 9/2001 to 2011. Plan direct, coordinate manufacturing operations and monitoring activities for 87 employees. Prioritize, assign and review duties and work activities to meet productivity and quality goals identify and implement process improvements. Recognize and resolve production and quality issues through corrective action plans. Organize and monitor staffing schedules and rotations. Set and manage productivity standards. Communicate goals and standards to employees. Assure employee compliance with safety and quality requirements. Ensure consistent adherence to company's policies, procedures and performance standards. Coach and counsel employees towards improved performance

EDUCATION

Godwin Height Public School, Grand Rapids, MI- High Diploma

River land Community College/Rochester Community Technical College, MN – ASS

TECHNICAL SKILLS

- ❖ Microsoft word
- ❖ Access to internet
- ❖ PowerPoint
- ❖ Excel
- ❖ Email
- ❖ Spread sheet

SPECIAL SKILLS/TRAINING

- ❖ Austin/Mower County Law Enforcement Reserve
- ❖ Minnesota Emergency First Responder
- ❖ Emergency Management Institute – FEMA
- ❖ Office assistant
- ❖ CPR/AED
- ❖ Law Enforcement