

Debbie Mathis

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Executive Profile

General Manager with high-energy, successful in building and motivating dynamic teams. Cultivates a company culture in which staff members feel comfortable voicing questions and concerns, as well as contributing new ideas that drive company growth. I remain calm and poised even in high-pressure situations. Ambitious with any job given and multi-tasking whenever needed. Very positive, responsible and committed.

Skill Highlights

- Operations management
- Staff development
- Inventory control
- Compensation/benefits administration
- Supervision and training
- Conducting meetings to help motivate team players and morale within the company with strategic planning for any business projects or issues. Hiring and firing employment for a safe environment and working conditions for all employees. Training and making sure all production is completed in a satisfactory and timely manner.

Core Accomplishments

Business Development:

- Successfully grew business by high motivative customer service qualities , conducting meetings with sales reps around the country, attending trade shows and meeting with new and prospective customers. Always looking for new products and ways to save cost in production.

Professional Experience

General Manager

June 1981 to October 2013

Young Bros. Stamp Works Inc. - Muscatine, IA

Started out at ground operations of the company in the office doing daily office duties. Customer service, invoicing, filing, accounts payable, accounts receivable.

Worked my up in the company getting to know every aspect of the office and factory. Shipping, inventory, ordering supplies, safety reports, OSHSA and DNR reporting, human resources, payroll and year end reports.

Strengthened company's business by leading implementation of new products, employee motivations and overall customer service.

Education

High School Diploma : BUSINESS, 12

MUSCATINE HIGH SCHOOL - MUSCATINE , IA, USA

Attended business class at Muscatine Community College.