

MARISSA V. MATTOS

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I am a well presented, articulate and confident individual with proven ability to reconcile inventory issues while keeping partners/customers happy. I am seeking a position in a reputable company to enhance my career growth.

Key Skills

Management Experience
Good customer service relations
Problem solver
Purchasing
Adaptable
Logistics

Cash handling experience
Inventory Management
Reconcile cash drawer
Self-Motivated
Data Entry
Running MRP
Procurement

Shift lead supervisor
Very detailed & organized
Dedicated, dependable
Training Experience
Billing/Invoice reconciliation
Inventory Management

Experience

Lifecycle Biotechnologies, Loveland, CO

2019 to 2022

Supply Chain Coordinator

- Regulate inventory
- Create and manage purchase orders
- Receive and process orders; checking and verifying amounts and pricing
- Perform monthly and yearly inventory counts for company
- Obtain and maintain vendor relationships
- Track and deplete expired materials
- Record and document specifications for materials
- MRP reports for raw materials
- Forecasting production needs

RED WING, Fort Collins, CO

2015 to 2019

Store Manager

- Lead team meetings
- Attended and operated seasonal safety fairs
- Monthly employee sales summaries
- Customer service training of new staff
- Monthly Inventory and pricing of product
- Contacted outside accounts regarding billing
- Provided a consistent presence on sales floor
- Organized and retained records of accounts

MOTHERHOOD MATERNITY, Loveland, CO

2015 to 2016

Sales Associate

- Assist customers in finding items, providing recommendations

- Maintain accurate and attractive merchandise displays
- Work with incoming customers and purchases of items
- Monthly Inventory
- Verify customer's accounts and store credits
- Provide outstanding customer service
- Place online orders for customers

ONCE UPON A CHILD, Fort Collins, CO

2012 to 2015

Shift Lead Supervisor

- Coordinate staff
- Manage/coordinate staff lunches & breaks
- Reconcile cash drawers
- Work with incoming customers and purchases of items
- Inventory of items and price accordingly
- Verify customer's accounts and store credits
- Train new employees on store procedures
- Maintain labor of staff

LIFEGUARD, Fort Collins, CO

2009 to 2010

Lifeguard, Fort Collins Country Club & A & B Aquatics

- Coordinate staff & labor
- Train new staff
- Maintain pool and daily maintenance of pools
- Maintenance of area for presentation and proper safety
- Vigilantly watching over patrons participating in the facilities
- Assisted with swim meets
- Verifying customers appointments for lessons

Education/Certificates

Hazardous Waste Management
 CPR Certified
 AED Certification
 Lifeguard Certification
 Forklift Certified

Fossil Ridge High School, Diploma

2008-2011

Front Range Community College, Fort Collins, CO - AA

2011-2013
