

Mark Minke

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Interested in finding an inventory specialist type of new role. I am very confident in my professional disposition, strong organizational and customer service skills along with my keen eye for detail will make me a valuable member of your team.

Willing to relocate to: Ada, MI - Lowell, MI -

Authorized to work in the US for any employer

Work Experience

Sales/Deliveries

Cash and Carry Lumber - Big Rapids, MI

September 2019 to Present

Sales and deliveries to contractors and residential customers; inventory management of hardware/lumber yard products; receive products from vendors, verify and match p.o.'s with products, customer or store and locate to proper areas.

Assistant Student Director

Crossroads Worship Center - Howard City, MI

September 2017 to Present

Assist student director/youth pastor and help manage all youth meetings, functions, fundraisers and events, ages ranging from 10-18. Part time position.

Inside/Outside Sales

E4N/Americano Ink LLC

May 2018 to September 2019

perform sales calls and e-mails for electronic ads in a network published magazine; engage with outside sales of apparel, related items, etc. with various businesses and organizations; ensure accuracy and flow of sales orders with documentation and delivery.

Receiver, Assembly, Delivery Driver

Lowe's

March 2012 to April 2018

ensured accuracy and flow of inbound freight, purchase orders and distribution of it; organized, routed and processed delivery documents of products for deliveries to customers; coordinated tracking menu of items for assembly or repair for customers and store; trained, mentored and supervised others on receiving, delivery and assembly areas.

Maintenance Crew Leader

McDonald's Corporation

June 2006 to June 2014

performed daily, weekly and monthly maintenance and cleanliness tasks within and outside of building; managed inventory and documents of deliveries with frozen and dry goods, plus other misc. items and parts as needed.

Manager/Maintenance

Cashen Bros Commercial Cleaning

May 2004 to September 2009

logged and verified billable hours on accounts; cleaned, maintained and performed some repairs at several bar and grill/restaurant businesses; trained and supervised other employees on job duties and customer expectations.

Marketing/Parts Specialist

Brown Machine LLC

February 1995 to April 2004

entered data, generated invoices, maintained files, monitored sales reports and managed inventory; performed some purchasing, created RMAs and coordinated with several departments fulfilling orders; trained and supervised other employees on some departmental job duties.

Education

Bachelor in Marketing Management

NORTHWOOD UNIVERSITY

May 1993

Skills

- Data Entry
- Inventory Management
- Sales
- Account Management
- Cold Calling
- MS Office
- Salesforce
- Outside Sales
- Inside Sales
- Purchasing
- Freight Experience
- B2B Sales
- Inside Sales
- Outside Sales
- Pricing
- Purchasing
- Office experience

- Data collection
- Negotiation
- Management
- Microsoft Outlook
- Business Development
- Marketing
- Logistics
- Sales Management
- Merchandising
- Route Driving
- Auto parts sales and service, automotive aftermarket (6 years)
- Fundraising
- Event Planning
- Driving
- Box truck
- Manufacturing (9 years)
- Computer literacy
- Forklift
- Customer service
- Upselling
- Delivery Driver Experience
- Grounds maintenance-softball fields; few different leagues (3 years)

Certifications and Licenses

Chauffeur

November 2021 to November 2025

Assessments

Customer focus & orientation — Highly Proficient

January 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Delivery driver — Highly Proficient

January 2021

Interpreting instructions or signs and solving problems

Full results: [Highly Proficient](#)

Warehouse associate — Proficient

January 2021

Assesses the tendencies that are important for success in warehouse roles
Full results: [Proficient](#)

Scheduling — Familiar

April 2022

Cross-referencing agendas and itineraries to avoid scheduling conflicts
Full results: [Familiar](#)

Work style: Reliability — Highly Proficient

April 2022

Tendency to be reliable, dependable, and act with integrity at work
Full results: [Highly Proficient](#)

Sales skills — Proficient

January 2022

Influencing and negotiating with customers
Full results: [Proficient](#)

Attention to detail — Proficient

January 2022

Identifying differences in materials, following instructions, and detecting details among distracting information
Full results: [Proficient](#)

Administrative assistant/receptionist — Familiar

August 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.
Full results: [Familiar](#)

Basic maintenance and repair — Proficient

April 2022

Performing basic repairs and maintenance for apartment complexes, office buildings, and other facilities
Full results: [Proficient](#)

Hydraulic systems specialist — Highly Proficient

May 2019

Measures a candidate's ability to apply mechanical reasoning when repairing malfunctioning hydraulic, pneumatic, and electrical systems.
Full results: [Highly Proficient](#)

Warehouse shift leader — Highly Proficient

February 2022

Supervising warehouse staff and maintaining safety and security standards
Full results: [Highly Proficient](#)

Marketing — Familiar

August 2021

Understanding a target audience and how to best communicate with them
Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

References:

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