

Matt Meyers

Detail-oriented warehouse laborer with over 5 years of experience in receiving, inventory management, and production processes. Proven ability to maintain organization and efficiency in fast-paced environments

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EXPERIENCE

Tabula Rasa, Gunbarrel- *Receiving associate*

Apr 2024 - present

- Receive and process incoming shipments from vendors with attention to detail, ensuring accuracy and completeness.
- Conduct thorough verification and organization of product quantities and types for efficient inventory management.
- Stock and organize shelves systematically to optimize accessibility and presentation of products.
- Maintain a clean and organized dock and receiving area, promoting a safe and efficient work environment.

Liberty puzzles, Gunbarrel — *Production associate*

Nov 2021 - Mar 2024

- Operated laser machinery with precision to manufacture intricate puzzle pieces.
- Conducted regular maintenance on laser machinery, ensuring optimal performance and safety standards.
- Performed detailed inspection and quality control of puzzles, ensuring consistency and customer satisfaction.
- Utilized hand tools for intricate detailing of puzzle pieces, maintaining high standards of craftsmanship.

Electric tobacconist, Boulder — *Receiving associate*

Nov 2019 - May 2021

- Managed receiving paperwork for incoming and outgoing goods, ensuring accuracy and compliance with company procedures.
- Conducted thorough inspection and quality control of incoming goods, identifying and addressing any discrepancies or issues.
- Maintained organized inventory management system, facilitating efficient retrieval and stocking of merchandise.

SKILLS

Proficient in Microsoft Office Suite.

Strong time management skills, demonstrated through effective prioritization and multitasking.

Attention to detail, ensuring accuracy and quality in all tasks.

Familiar with surecost and shipstation

Strong understanding of shipping requirements

-References available upon request

Sam's club, Longmont — *overnight stocker*

Aug 2018 - Feb 2019

- Operated forklift to transport and stock merchandise, optimizing warehouse layout for maximum efficiency.
- Ensured cleanliness and organization of the warehouse area, contributing to a safe and productive work environment.
- Collaborated with team members to meet nightly stocking goals and deadlines

EDUCATION

Niwot High School, Niwot- High School diploma

March 2016

Front range community college, Longmont-

Currently pursuing Associates degree

Present