

MATT THOMAS

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Objective

To gain employment with a company that will benefit from a highly dedicated and motivated individual with excellent communication skills and a knowledgeable, professional work ethic.

Summary of Qualifications

A highly energetic, results oriented, dedicated individual looking to pursue a career, while utilizing my ability to develop creative strategies, outstanding communication, negotiation, and interpersonal skills to conduct safe, effective, professional, and well organized work to ensure the client is satisfied.

Skills

- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Excellent written and verbal communication skill.
- Ability to follow and give verbal and written instruction.
- Ability to present new ideas and concepts to clients in a professional manner with discretion.
- Fluent in microsoft office suite including excel, word, powerpoint, and quickbooks.
- Ability to work flexible hours and weekends.

Work Experience:

ADVANCE AUTO PART 8/2017-12/2018.

- Stocked, picked and shipped items for either outbound shipping or inbound uses.
- Labeled and prepared items for shipping ie crating, bracing, wrapping.
- Cleaning and sanitation as needed

UTZ QUALITY FOODS INC. 6/2015-12/2016

- Operated propane, gas, and electric forklifts to transport inbound and outbound merchandise to assigned areas of the warehouse.
- Stacked and stored merchandise in assigned areas of the warehouse.
- Labeled prepared items for shipping ie. crating, bracing, wrapping, and padding for secure outbound shipment.
- Loaded and unloaded merchandise off and on trailers.
- Performed inventory counts of outbound and inbound shipments.
- Trained new hires and served as a mentor with the construction of pallets.

WINDSTREAM CONDOMINIUM 8/2014-1/2015

- Provided maintenance to grounds and tenants.
- Assisted tenants with any service problems.

LABOR READY INC. 2/2009-7/2014

- Performed various duties like landscaping, assembly, customer service, painting, HVAC.

PLUMB CRAZY PLUMBING INC. 6/2005-6/2006

- Assisted master plumber in various tasks associated with rough plumbing on newly constructed homes.

XENTEL MARKETING INC. 3/2004-6/2005

- Fundraiser for the fraternal order of police.

KINGSOOPERS 8/1998-6/2000

- Performed stocking, courtesy clerk, sanitation, loading, and unloading, assisting customers as needed.

EDUCATION

- Handheld scanner experienced

- OSHA forklift certified
- OSHA safety and first aid certified
- g.e.d- colorado mt. collage