

Matthew Almendares

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EXPERIENCE

Department of Commerce\Bayaud, Boulder, CO— *Material Handler/Badger*

August 2019 - PRESENT

- Use computer programs like WITS daily to track, receive, deliver, and ship packages
- Communicating directly with clients
- Intake responsibilities of packages for on-site delivery
- Responsible for delivering packages of delicate and scientific nature in a timely and orderly manner
- Create and track invoices of packages and materials
- Oversee team and delegate work in order to achieve daily goals
- Issue Military Identification Common Access Cards while handling sensitive information on a federal site

Federal Express, Baton Rouge, La\Louisville, CO — *Courier*

December 2013 - August 2019

- Managed weekend and late-night duties, ensuring an entire station meets goals to complete route quotas and run stations smoothly
- Met deadlines while maintaining and implementing a specific schedule during daily execution of delivery route
- Processed dangerous goods in terms of handling, delivering, and conducted audits to ensure shipments were in compliance with federal and corporate guidelines

EDUCATION

Red Rocks Community College, Lakewood, CO — *Aerospace Engineering Major*

January 2020 - Current

Dutchtown High School, Geismar, La — *High School Degree*

August 2006 - May 2010

SKILLS



Data Management



Written and Verbal
Communication



Time management



Problem solving



Strategic planning



Leadership

LANGUAGES

Fluent English, Conversational
German and Spanish