

Matthew Littlefield

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Authorized to work in the US for any employer

Work Experience

Delivery Driver

Loveland Logistics LLC-Loveland, CO

April 2024 to Present

- Operated a company vehicle, using handheld devices for routing and delivery information.
- Conducted pre- and post-trip inspections of the delivery vehicle prior to loading 300+ packages that weigh up to 50lbs each.
- Delivered packages efficiently while navigating various routes and weather conditions, prioritizing safety.
- Achieved an average delivery rate of 35+ stops per hour.

Delivery Courier

UberEATS, DoorDash

January 2024 to April 2024

- Efficiently navigated routes to ensure timely delivery of food orders.
- Safely transported and delivered orders, maintaining food quality and safety.
- Communicated with customers to provide updates and address any questions.
- Verified customer identity and age for age-restricted orders.

Procurement & Inventory Control Specialist

Rebelution-Batavia, IL

April 2021 to July 2023

- Utilized Microsoft Excel to analyze and report data.
- Set up, maintained, and improved upon SOPs to efficiently perform daily/weekly tasks.
- Monitored inventory with routine cycle counts, addressing any discrepancies with the manager.
- Placed POs (Purchase Orders) for product to maintain stock, forecasting product demand by referencing past sales and order volumes.
- Shipped/Received freight via LTL and Small Parcel while verifying against a packing list/PO, using a forklift to load/unload trucks.
- Reduced Amazon chargebacks by 3% through improved operational procedures and accuracy.
- Ensured the working area was clean and safe for all employees.
- Performed special tasks as directed.

Temporary Employee

Barton Staffing Solutions-Hanover Park, IL

August 2019 to March 2021

- Reported on time and performed routine tasks as instructed.
- Picked and packed customer orders while maintaining a clean work area.

- Conducted inventory counts as needed.

Assistant Manager

Picture Show Entertainment-Bloomingtondale, IL

March 2018 to March 2019

- Collaborated with the General Manager on special projects, policy enforcement and scheduling.
- Operated and maintained cinema projection equipment.
- Developed and implemented cleaning and maintenance schedules.
- Conducted interviews and trained new managers.
- Managed product inventory, preventing loss and ordering more when needed.

Crew Chief (key Holder)

Picture Show Entertainment-Bloomingtondale, IL

November 2017 to March 2018

- Led crew in cleaning and special projects and assisted with management tasks.
- Trained new crew members and developed systems for increased workplace efficiency.

Cashier/Usher

Picture Show Entertainment-Bloomingtondale, IL

September 2015 to November 2017

- Completed transactions while providing excellent customer service.
- Ensured safety and satisfaction by performing regular cleaning tasks throughout the facility.

Education

High School Diploma

Bartlett High School - Bartlett, IL

August 2012 to May 2017

Skills

- Microsoft Excel (3 years)
- Food Handling (3 years)
- Assistant Manager Experience (1 year)
- Cash Handling (3 years)
- Food Preparation (3 years)
- Food Safety (3 years)
- Retail Sales (3 years)
- Customer Service (5 years)
- Forklift Certified (2 years)
- Microsoft Word (4 years)
- POS (3 years)
- Inventory (3 years)
- Driving (9 years)

- Forklift
- Load & Unload
- Shipping & Receiving
- Warehouse Experience
- Courier
- Order Picking
- Packaging
- Materials Handling
- Janitorial experience
- Warehouse management system
- RF scanner
- Order fulfillment

Certifications and Licenses

Driver's License

Forklift Certification

May 2021 to May 2024

Assessments

Work style: Reliability — Proficient

April 2024

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Workplace safety — Proficient

November 2020

Using safe practices at work

Full results: [Proficient](#)

Retail management — Proficient

April 2024

Managing staff, customer relationships, and finances in a retail environment

Full results: [Proficient](#)

Delivery driver — Proficient

April 2024

Interpreting instructions or signs and solving problems

Full results: [Proficient](#)

Warehouse safety — Proficient

April 2024

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Work motivation — Proficient

April 2024

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Warehouse shift leader — Proficient

April 2024

Supervising warehouse staff and maintaining safety and security standards

Full results: [Proficient](#)

Work style: Reliability — Completed

April 2024

Tendency to be reliable, dependable, and accountable at work

Full results: [Completed](#)

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