

# MATTHEW NUNEMAKER

Allen Park, MI 48101  
3139180686 - jparks27319@yahoo.com

## PROFESSIONAL SUMMARY

---

Very dedicated & dependable worker that's easy to get along with & very trainable. Always a positive outlook with people & very trustworthy.

## SKILLS

---

- Multiple Priorities Management
- Accounting Softwares
- System Updates
- Distribution Reporting and Documentation
- Shipping and Receiving
- Freight Handling
- Daily Operations Management
- Mentoring
- Inventory Management Software
- Hiring and Training
- Operations Planning
- Order Picking and Processing
- Delegating Work
- Forklift Operation
- Team Coaching
- Manage Storage Operations
- Material Shelving
- Distribution and Warehousing
- Leadership
- Logistics

## WORK HISTORY

---

09/2019 to 07/2023

### **Warehouse Manager**

**Johnson Controls** – Sterling Heights, MI

- Cleaned and maintained warehouse in compliance with OSHA safety standards.
- Oversaw upkeep of equipment and physical condition of warehouse, identifying and ordering needed repairs, renovations, and replacements.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Redesigned warehouse layout to accommodate new equipment, maximize space utilization, and optimize processes.

04/2014 to 08/2019

### **Material Handler/ Team Lead**

**Awtec** – Plymouth, MI

- Supervised team of helpers, laborers and material movers to efficiently complete tasks.
- Met or exceeded production goals and objectives by following strict procedures.
- Trained new staff on job duties, company policies, and safety procedures for rapid onboarding.
- Developed and implemented strategies to improve team productivity and efficiency.

12/2011 to 03/2014

### **Train Conductor**

**CSX Transportaion – Dearborn, MI**

- Communicated with train dispatchers to obtain and adjust directions.
- Made public announcements on routes and delays.
- Cut, switched and supervised loading and unloading of railcars.
- Maintained strict schedules for passengers and cargo.

01/2004 to 11/2011 **Certified Forklift Operator**

**Exel – Monroe, MI**

- Unloaded and stacked materials by raising and lowering lifting devices.
- Operated equipment safely and efficiently to prevent damage to items and avoid injuries.
- Transported goods between warehouse locations according to shipment and storage needs.
- Wrapped pallets in plastic wrap and attached merchandise tags to prepare for shipping.

08/1998 to 11/2003 **Machine Operator**

**Lake City Industries – New Boston, MI**

- Operated machining equipment safely with team of operators.
- Operated multiple machines simultaneously to meet production requirements.
- Followed detailed instructions to operate machines with accuracy and produce quality products.
- Complied with company and OSHA safety rules and regulations.

**EDUCATION**

---

06/1997

**Diploma**

**River Rouge High School - River Rouge, MI**

**CERTIFICATIONS**

---

- Licensed chauffeur - since 1999
- Forklift Training - since 2004