

**MATTHEW W. PETEETE**

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**OBJECTIVE:** To obtain a challenging position in which I can use my skills and abilities.

**EDUCATION:** **B.B.A. Management**  
Fort Hays State University, Hays, KS  
Emphasis in Production Operations / Inventory Control

**PROFESSIONAL EXPERIENCE:** Directed daily operations  
Responsible for shift production numbers

- Responsible for Construction and Installation of Cattle Scales
- Scheduled Service
- Troubleshoot Technical problems and repaired
- Ran monthly routes
- Ordered parts / invoiced parts to jobs / Sales
- Responsible for writing Job Safety Analysis
- Responsible for writing all Production Reports
- Implement Safety Policies
- Schedule employees for production demands
- Actively work with supporting departments to reduce downtime and scrap
- Responsible for administration of company policies in a fair and consistent manner
- Team Leader on various projects
- Actively work to reduce turnover
- Responsible for distribution of large volume inventory and related financial transactions
- Responsible for inventory control and allocation of parts to shop orders
- Schedule transportation to meet shipping and receiving requirements
- Responsible for working within a budget
- Responsible for interviewing new employees
- Responsible for fulfilling production schedule
- Responsible for safety, quality, service, cost, housekeeping, attendance, and payroll

**WORK HISTORY:** **Scale Technician / Construction Manager** Salina KS  
February 2018 to January 2021  
Salina Scale Sales and Service Inc.

**Material Handler**

January 2013 to January 2018

NAPCO (Bought out CertainTeed Corp & their employees)

McPherson

KS

**Working Supervisor** promoted from Lead/Supervisor

May 2001 to December 2012

CertainTeed Corp

**Supervisor** promoted from Team Coordinator

January 1999 to December 2000

Newell/Rubbermaid

Winfield KS

**DEVELOPMENT:** Building High Performing Teams, Situational Leadership, Operations Supervisor Training, Zenger Miller Training