

Matthew Rodriguez

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Experience

floor manager

American solutions for business

April, 2016 —

As the floor manager, I work directly and indirectly with account managers to ensure projects and distributions would run smoothly. Fulfilled daily quotas. Ensuring POS were fulfilled. I had a team of 15 people directly supervised by me. We used temps weekly and dealt with new employees onboarding process. Daily tasks include managing personnel, quote distribution cost, manage labor allocation, response and fulfill request via email. Microsoft office skills. Technically savvy. LTL proficient. Daily reports were generated and managed by me. Had the task of managing the flow of materials and supplies. I had to process invoices and confirm them using APS program. Shipping and receiving. Used FedEx Manager and UPS Worldship. Also Quantum View educated Picking and packing orders. We had to do a lot of quality control to make sure the customer received the right product. Quarterly, we had to do a massive distribution that required me to supervise and over see numerous of temps and direct employees.

shipping and warehouse manager

GT Govers

January, 2015 — January, 2016 (1 year)

As the shipping manager I had many duties. I had to process invoices, estimates, sales receipts, and replacements for customers. I would use UPS, FedEx Manager, and USPS on the daily. I would also use Excel Spreadsheets, QuickBooks, Précis, and Magenta in my everyday tasks. I would supervise and communicate with about 30 plus employees daily to make sure our daily quota is hit. I would receive all shipments and account for all of it. I would also ship out 80% of our orders. Very high pressured. Local, National, and international shipments sent daily.

outside sales representative

Silla Automotive

May, 2012 — September, 2014 (2 years 4 months)

As Colorado's only sales Representative, I held the responsibility to grow sales. I would travel city to city advertising and promoting our company. I would sell to numerous businesses. I would usually help set up accounts with management and business owners. Also worked in warehouse and supervised. I helped prioritized employees and employees duties. Train and direct employees. Build and take down pallets. Intake and out put transfers. FedEx Manager experience. POS systems. Returns. Cleaned the warehouse. Delivered parts. Almost all warehouse duties.

Education

University of Colorado at Denver

No Degree

