

Matthew T. Tuttle

Email: gsw21@hotmail.com

Cell: (303) 241-2077

Skills: • Versed in seven different computer inventory software programs • Proficient in Word/Excel/PowerPoint, Oracle/Maximo/MMIS/MES/SAP • ESD and Hazmat trained • Lean Six Sigma trained • Ability to work in a fast paced dynamic team environment • Strong customer interface • Excellent interpersonal communication, leadership, and customer service skills • Proven track record in supervision of employees including Hiring, Training and Termination • Experience with managing budgets and ability to create and maintain various management reports • Global sales and marketing

2017 **Branch Manager** - IntelliQuick Delivery Denver/Colorado Springs, CO

Δ Coordinate and manage the technical/administrative operations and all other aspects of the program to ensure timely availability of program deliverables to meet specified operations requirement

Δ Improve financial performance by improving working capital to meet, plan and develop an understanding of the drivers of material cost as a percentage of revenue with an associated reduction plan, develop new means to reduce costs while maintaining business objectives

Δ Assume ownership and accountability of operation teams, processes/performance to operations

Δ Provided leadership, development opportunities and managerial oversight to operations and supply chain team members

Δ Accountable to develop and meet departmental budgets

Δ Interpersonal skills necessary to lead, coach, mentor others toward a desired outcome

Δ Ability to develop/accomplish independent work plans, clearly defining objectives

Δ Executing challenging assignments and drive projects from the planning stages, through implementation and into operations support

Δ Single handedly procured clients such as: DHL and Choice Logistics taking the Denver Branch from a 17,000 sq. ft. building to a 30,000 sq. ft. building

- △ Effectively negotiated contracts/rates that were economically beneficial to both our company and clients
- △ Fed-ex/UPS inbound/outbound, schedule shipments
- △ Transactions in Flash, Choice, and DHL stock daily
- △ Comply with all requirements from IQ, OSHA, TSA, etc.
- △ Maintain company Hazmat registrations, vehicle records and licensing requirements
- △ Resolve customer complaints and inquiries
- △ Recruit, select, train, schedule, develop, motivate, review employees and payroll weekly
- △ Fleet management coordination with Fleetmatics
- △ Maintain good relations with Flash Global Logistics by weekly web-ex meetings and daily on time KPI
- △ Implemented new document filing for Flash to ensure traceability and accuracy for inventory stock

2015- 2016     **Planner** - *Air Methods Englewood, CO*

- △ Planning/Kitting/Shipping/Receiving: Responsible for daily receiving of incoming parts, material, and paint for United Rotorcraft Division
- △ Infor Visual/Excel/Word: Review purchase orders with parts received from vendors to ensure orders are correct and have proper documentation
- △ Inspect/Receive/Disperse: Verify all air worthiness documentation, deliver all incoming parts to their respective places, and perform data entry, stock incoming parts
- △ Communicate with Planners/Buyers/Vendors/Quality Assurance: Excellent communication skills both written and verbal
- △ Multiple analytical processes daily/intimate knowledge of complex work flow: Forklift certified, multiple other aviation related certifications, going the extra mile for the team
- △ Self directed team player leading aircraft maintenance quality organizations with demonstrated results

Δ Experience in supervising aviation system logistics support requirements

2012- 2013 *Promotion at Kalogridis International to **Director of Operations***

Δ Implement and improve performance management, establish high performing teams at all production cells

Δ Develop and execute operations and supplier management strategies to ensure on-time delivery of parts with highest quality and lowest cost

Δ Ability to coordinate and lead complex projects

Δ Global and domestic sales including: Air Force One, Washington State room, Saudi Crown Prince, Casino of Macaw, etc.

Δ Design/Produce/Plan/Marketing and customer relations with companies globally

Δ Adobe InDesign/pull material and manage inventory/excel spread sheet/coordinate/communicate with clients

Δ Secured a contract with Wilson Leather broadening Deconel to the hospitality market

Δ Rigorously analyzed batch orders from China and New Zealand for silk and wool to determine best quality for aircraft interiors

2012-2013 ***Master Scheduler** - Kalogridis International Dallas, TX*

Δ Coordinate and plan production of carpet interiors for executive aircraft

Δ Control flow of work through excel and planned meetings for production targeting every aspect of buildup/ship out for customer needs

Δ Responsible for oversight of ninety people in a warehouse: production, dye department, coning, frames, latex, finishing floor, shipping and receiving/negotiating new contracts & quotes

Δ Customers include: Gulfstream, Cessna, Dassault, Boeing, Eurocopter, Raytheon, BMW, L-3, Comlux, Bombardier, Embraer, Airbus, Learjet, Hawker, Net Jets, Kingdom Holding, etc.

2010-Present ***Contractor-Event/Food Services** DFW, TX*

Δ Coordinate/Control inventory for public events in the Dallas, Fort Worth area

Δ Direct/Staff per event

Δ Communicate between multiple levels of personnel per event

2010-Present ***Amcat Insurance Adjuster*** *Coppell, TX*

Δ Xactimate computer software program

Δ Evaluate/compute claim per incident

Δ State certified/Disaster relief trained

Δ Highest score in certification/Youngest in a class of thirty eight

2005-2009 ***Process Coordinator*** - *Vought Aircraft Industries Dallas, TX*

Δ Provided floor support in coordinating the assembly of the 747, 767, Black Hawk Helicopters and managed shipping operations for Sikorsky

Δ Maintained inventory storage and related system transactions in IMS/MES

Δ Coordinated article deliveries from manufacturing to shipping operations which consisted of part delivery, kit delivery, completed minor/major sub assembly

Δ Responsible for inventory, hot parts list, kitting, staging, shadow trays, stock purge, scrap tags, missing parts list, planning, floor support, material handling, kitting of the sub assembly, 621, 631 lower cabin of all three models of the Black Hawk L,M,S

Δ Experience in aviation program support: supporting Military Sales aircraft, airborne weapons, support equipment

2003-2005 ***Warehouse Lead*** - *Aviation Resources Mansfield, TX*

Δ Responsible for and performed a variety of duties related to aircraft detail inventory and international sales to customers in Brazil, Sweden, Finland, Norway, Italy, France and China

Δ Expedited as customer required performing rapid accumulation, packaging and securing special transport service for immediate/urgent customer deliveries

Δ I kept accurate/dynamic inventory controls through labeling, racking, electronic media system software, continuous audits, maintained records, ordering and lift truck operations

*Education:*

2003-2005 Dallas Sound Lab Media Tech Dallas, TX

Technical Degree in Audio Engineering

Dr. Paul Ekman certification of Behavioral Science

Continuing education with APICS in the spring

Harvard X- High Dimensional Data Analysis and Entrepreneurship in Emerging Economies