

# Michael Scott Minturn

## **Experienced Logistics Coordinator**

Longmont, CO 80504

[scottminturn4\\_s6t@indeedemail.com](mailto:scottminturn4_s6t@indeedemail.com)

+1 505 259 1167

Experienced in standard shipping and receiving protocols from my previous logistics work at Sea to Summit and Invitae along with my current position at Sticker Giant. Assisted in production management, scheduling and receiving of various orders, along with coordinating prompt timely delivery of all purchase orders

Authorized to work in the US for any employer

## Work Experience

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### **Shipping Associate/laser operator**

StickerGiant - Longmont, CO

April 2023 to Present

### **Logistics Specialist/Supply chain**

Invitae - Boulder, CO

August 2021 to December 2022

1. Schedules and manages international shipments.
2. Maintains inventory tracking through our ERP systems
3. Developed multiple work procedures in order to streamline shipping efficiency

### **Leasing Agent**

Boulder Housing Partners - Boulder, CO

September 2019 to June 2021

I qualify applicants for boulders affordable rentals program by going through various sets of verifications for employment, assets, and income.

Microsoft Outlook

Microsoft Teams

Excel

### **Logistics Coordinator**

Sea to Summit - Boulder, CO

January 2016 to March 2019

My main role at this employer was the scheduling and pick up of time sensitive orders within the key accounts department

Proficient with the following commerce software

- SPS commerce
- IBM sterling

- CH Robinson

During my 21 months at Sea to Summit I've received 2 promotions while aiding in countless problem solving circumstance.

### **Cell Tower Climber**

Viaero Wireless - Fort Morgan, CO  
September 2016 to January 2017

Climbing Cell Towers in order to upgrade, replace, or fix different communication technologies.

Highly specialized communication is required in order to complete tasks.

### **Personal Trainer**

Gym Uptown  
January 2016 to March 2016

Conducted initial interviews with new clients to determine current health and fitness goals.

- Create individual training plans for clients and provided clear communication and demonstration of routines and exercises.
- Accurately tracked routines and fitness data.
- Offered nutritional counseling to clients when appropriate.
- Converted new clients into long term gym members.

### **Associate**

Gottlieb Investment Company, LLC  
March 2009 to July 2015

Assisted this family-owned real estate company with day to day operations.

- Coordinated documents including maps, plats and other legal documents.
- Communicated with local government officials to assist with property development matters
- Managed deliveries
- Documented current state of property and addressed issues on property

Michael Thomas Coffee  
Barista.

### **Instructor**

University of New Mexico, Bouldering League  
October 2014 to March 2015

Established and instructed workout routines for climbers and developed supplemental exercises to address specific issues.

- Facilitated outdoor events
- Provided Individual and group trainings in climbing and bouldering activities

## Education

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### **Bachelors of Arts in History**

UNIVERSITY OF NEW MEXICO  
September 2011

## Skills

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- ERP systems (2 years)
- FedEx Ship Manager, UPS, USPS, DHL (5 years)
- Yardi
- Warehouse experience
- Shipping & receiving
- Assistant Manager Experience

## Additional Information

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### Skills

Microsoft 365, Excel, Microsoft Teams, Google office, Slack.