

Matthew Gross

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Work Experience

Quoting Specialist

Green Star Labs, Inc

November 2024 to November 2025

- Generating proposals for prospective clients and assisting the sales team.
- Managing vendor relationships and providing support to Purchasing and Procurement.
- Conducting market research for possible formulations to determine viability and to assist with proposal generation.

Laboratory and Quoting Specialist

Alliance Nutra Inc. | Louisville, CO

January 2022 to November 2024

- Conducting market research and building possible formulations to generate proposals for prospective clients.
- Supporting inventory and warehousing by conducting regular inventory valuations and assisting with item movement and tracking.
- Managing vendor relationships, as well as providing support for the supply chain for both current and future projects.
- Creating and maintaining detailed product information including specifications, nutritional content, and regulatory compliance documentation.
- Creating Master and Batch Manufacturing records.
- Office 365 and ISONAS Pure Access (facility access control system) administrator
- Working as a production, quality, and/or compliance technician to support company operations.

Senior Guest Advisor

GameStop | Longmont, CO

October 2016 to September 2023

- Managing other employees, assisting customers, cashier, inventory management, closing/opening the store, and creating/transporting the bank deposit.

Lead Laboratory Technician with Production and Ops. Support

Elixinol | Louisville, CO

July 2018 to January 2022

- Inventory control & reconciliation, MRB processing & disposition and item reclassification
- Product formulation and R&D, creation of material input calculators, compounding, bottling, labeling, final assembly
- Writing SOPs and creating work instructions
- Testing and working with an ERP (Business Central); cycle counts, warehousing, receiving, fulfillment, item creation & management, BOM & routing creation & management, material transfer, and production orders
- Vendor communications and weekly activity tracking
- Material planning and scheduling for production to align with internal and external timelines
- Review of product packaging designs including; ingredients, nutritional details, and dosage information prior to release to print. Verification of packaging upon arrival prior to use.
- Creation of a database and associated process for application of lot specific product labels for compliance in the state of Iowa
- Transfer of full-scale production process and related equipment between facilities.

Education

Chemical Engineering (Bachelor of Science)

Colorado School of Mines | Golden, CO

2015

High school diploma or GED

Niwot High School | Niwot, CO

2009

Skills

MRP Microsoft Word Lean manufacturing Inventory control Teamwork VLOOKUP function

Microsoft Dynamics 365 Technical writing Attention to detail Computer skills Hand tools

Coursework: Major coursework included high level math (ending with Calculus III and Differential Equations), chemistry (ending with Organic Chemistry II, Introductory Biochemistry, and Physical Chemistry), Microbiology, chemical engineering courses including Fluid Mechanics, Heat & Mass Transfer, Thermodynamics, Transport Phenomena, Biochemical Process Engineering, Process Dynamics and Control, and Engineering Economics. • Elective coursework included Micro and

Macro Economics, Financial Accounting, Programming Concepts, Data Structures, and Intro to Circuits.

Electrical soldering Inside sales Estimating software Manufacturing company experience

Productivity software Excel data analysis Pricing Assembly Microsoft Excel

Microsoft PowerPoint ERP systems Manufacturing Word processing

Aspen Plus, COMSOL Multiphysics, SolidWorks, AutoCAD, LoopPro, Mathematica, Polymath, MatLab, MathCAD

Material cost estimating GMP Sales support Logistics

Production planning - Production planning experience (1-2 years)

Forklift Analysis skills Customer communication Laboratory safety

Microsoft Word, Excel, PowerPoint, Publisher, Access, Visio, Visual Studio (C++) Computer operation

Microsoft Office Inventory management systems Presentation software Warehouse experience

Some experience building, troubleshooting, and repairing computers and their associated local networks

Microsoft Outlook Order picking Technical Proficiency Written communication Micro-soldering Macros

Languages

English

Links

<https://www.linkedin.com/in/matthew-gross-627352113>

Certifications and Licenses

PADI Advanced Open Water Diver

2007 to Present

Non-CDL Class C

Driver's License

Forklift Certification

Additional Information

Authorized to work in the US for any employer

Projects

Geothermal-Desalination Process for Potable Water Production JANUARY TO MAY 2015

- Researched with assigned team in partnership with National Renewable Energy Laboratory (NREL) representatives and a Mines civil engineering department team
- Compiled research in order to design preliminary models using ASPEN Plus, models included pretreatment in addition to desalination steps
- Compared ASPEN economic and sizing results with results from experimental software created by civil engineering team; Presented project to NREL and Civil dept. representatives

NASA Freshmen Design Project

- Designed high altitude camera probe with other new students
- Presented design to instructors and departmental judges
- Accomplishment: 1st Place - Team awarded scholarship for best design/presentation