Matthew J Towers
15165 Umpire St • Brighton, CO 80603
Cell: 303-710-1115
matthewshotrod@aol.com

March 24, 2014

Dear Sir/Madam,

Thank you for allowing me to introduce myself. My name is Matthew Towers. I have an extensive background in warehouse duties. I have a strong work ethic and am punctual and reliable. I am flexible both with work scheduling and job assignments. I am highly motivated and work well both independently and as a team member.

I thank you for taking the time to review my resume and look forward to the possibility of meeting with you.

Sincerely,

Matthew J Towers

Encl: Resume

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Objective

Seeking employment opportunity in warehouse or general labor with a company that values employee contributions and commitment. I'm highly interested in meeting goals and objectives that provide an opportunity for personal as well as career growth and development.

Key Skills

Skills:	Shipping/Receiving	Spreadsheets	Front-Desk Reception
	Inventory	Filing	Data Entry
	Fork Lift		
Computer Skills:	MS Word	Windows	NetSuite
	MS Excel	QuickBooks	
	MS Outlook	Data Entry	

Experience

Eagle Claw - Denver, CO	Warehouse Labor, Jan 2014 - Mar 2014

- Inventory
- Receiving
- Packaging
- Data Entry
- Unloading
- General Labor
- Fork Lift

Kreutzman Construction, Inc – Lafayette, CO	Warehouse Labor, Dec 2011 - Dec 2013

- Inventory
- Manufacturing
- Shipping & Receiving
- Packaging
- Machining
- Data Entry
- Filing
- General Labor

UPS – Commerce City, CO	May 2013 to Aug 2013

- Shipping
- Loading/Unloading

Mile High Lease Management, Inc. - Brighton, CO	Owner, Oct 2006 to Mar 2011

- Truck Detailing
- Tires/Brakes/Oil

Education

2012 – McPherson College	
General	
2012 – Brighton High School, Brighton, Colorado	
Graduated	