

**TIMOTHY C. MATTERT**

385 Longview Dr.  
Paducah, KY 42001  
(270) 908-1568

Email: tim\_mattert@yahoo.com

**WORK HISTORY**

---

**HABEGGER CORPORATION**

*Paducah, KY*

*Driver/Warehouse*

*Jan 2017-Oct 2019*

- Responsible for delivering HVAC units and parts to clients using 16' box truck
- Responsible for picking orders
- Responsible for unloading equipment/parts
- Responsible for inspecting the equipment/parts for damage
- Responsible for making sure all equipment/parts were received in each shipment
- Responsible for stocking equipment/parts
- Responsible for rotating equipment stock
- Responsible for loading delivery truck
- Responsible for cleanliness of truck/warehouse/store front

**H.T. HACKNEY CO.**

*Paducah, KY*

*CDL Route Delivery Driver*

*Oct 2013-Nov 2016*

- Responsible for transporting/delivering groceries and tobacco products in a safe and timely matter
- Responsible for tractor/trailer pre/post-trip safety inspections
- Responsible for preparing all paperwork received for the day
- Responsible for accurately counting all tobacco products prior to delivery to customers
- Responsible for maintaining good customer relations
- Responsible for picking up return merchandise
- Responsible for having the precise amount of cigarettes being returned
- Responsible that all paperwork was signed by customer before departure
- Responsible for collecting payment from customers when required
- Responsible for fueling the truck upon returning to employer

**PEPSI MID-AMERICA**

*Paducah, KY*

*CDL Route Delivery Driver*

*July 2013-Oct 2013*

- Responsible for transporting beverages in a safe/ timely manner
- Responsible for unloading/counting the beverages from truck to store
- Responsible for maintaining good customer relations
- Responsible for rotating stock/filling coolers/shelves so product labels face consumers
- Responsible for tractor/trailer pre/post-trip safety inspections
- Responsible for maintaining fuel in the truck

**ROEHL TRANSPORT**

*Marshfield, WI*

*OTR Driver-Dry Van Division*

*Dec 2011-June 2013*

- Responsible for transporting dry goods safely in a designated time frame
- Responsible for tractor/trailer inspection
- Responsible for maintaining a precise daily log
- Responsible for checking the accuracy of given directions/making sure they are safe and legal
- Responsible for effectively communicating with fleet manager

**WALMART***Frozen/Dairy Sales Associate**Paducah, KY**Jul 2010-Dec 2011*

- Responsible for stocking the sales floor with frozen/dairy goods
- Customer Service
- Responsible for running register when called to do so

**STAFF MANAGEMENT/LYNX SERVICES***Customer Service Trainee**Paducah, KY**April 2010-May 2010*

- Responsible for answering telephone/setting up appointments for windshield glass repair/replacement

**DOLLAR GENERAL***Assistant Manager**Paducah, KY**Jan 2010-April 2010*

- Responsible for morning/closing paperwork
- Responsible for counting tills down/making sure cash count was accurate
- Responsible for planning job duties for all associates that were scheduled for the day
- Responsible for making bank deposits
- Customer Service
- Ran register

**TARGET***Seasonal Overnight Flow Team**Phoenix, AZ**Oct 2009-Jan 2010*

- Responsible for stocking departments nightly after unloading trucks

**DOLLAR GENERAL***Assistant Manager**West Liberty, KY**Feb 2008-Oct 2009*

- Responsible for morning/closing paperwork
- Responsible for counting tills down/making sure cash count was accurate
- Responsible for planning job duties for all associates that were scheduled for the day
- Responsible for making bank deposits
- Customer Service
- Promoted to key-holder after 2 months of employment
- Promoted to Assistant Manager after 4 months of employment

**DEB WHOLESALE***Order Picker**Watertown, WI**May 2007-Feb 2008**Aug 2005-Aug 2006*

- Responsible daily for picking orders which customers would call in
- Responsible for checking the accuracy of orders
- Responsible for entering orders into system/labeling totes/boxes for shipping

**PATTY TIPTON CORPORATION**

ADESA

- Responsible for driving automobiles for auction

*Mt. Sterling, KY**Jan 2007-May 2007***BACKS AUTO AUCTION**

- Responsible for driving automobiles for auction

**ADECCO STAFFING**

KDMK

*Shipping Preparer, Warehouse Associate*

- Responsible for initial warehouse set-up
- Responsible for preparing freight for shipment

*Mt. Sterling, KY**Aug 2006-Oct 2006***WALMART***Sales Associate**Department Manager**Grocery ICS*

- Responsible for maintaining stock in my departments
- Responsible for comparison shopping
- Responsible for inventory control
- Responsible for floor plans

*Watertown, WI**Apr 2002-Jun 2006***EDUCATION**

---

**CDL TRAINING SERVICE AND CONSULTING***Class A CDL License**Paducah, KY**Nov 2011-Dec 2011***PALMYRA-EAGLE HIGH SCHOOL***High School Diploma**Palmyra, WI**Aug 1978-May 1982***SKILLS**

---

Windows XP

Efficient on computers

Efficient on Web

**REFERENCES**

---

Available upon request.