

CONTACT INFO

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MATT HEMBREE

OBJECT: WAREHOUSE MANAGER**SUMMARY**

I'm a highly organized leader with good program management and team-building abilities focused on maximizing efficiency and performance. I accomplished maintaining smooth warehouse operations through accurate recordkeeping, logistics management, planning and inter-departmental communications. I'd like to further my professional career within a Management level position in a world-class company.

SKILLS

- Competency in a broad range of maintenance skills.
- Able to maintain, repair and replace doors, walls and siding, repair holes in drywall and plaster walls.
- In-depth knowledge of preventative maintenance and mechanical systems.
- Skilled in incorrect procedures for handling, transporting and disposing of new and recycled materials.

EDUCATION**Bachelor's in Electronics**

Illinois State University Bloomington, IL

CERTIFICATION

Forklift Certified

PROFESSIONAL EXPERIENCE**WAREHOUSE MANAGER**

SERVICEMASTER, MANASSAS, VA | DEC. 2014 - PRESENT

- Coach and develop new hires and current employees on daily functions and proper procedures.
- Maintain inventory levels on both raw material and finished goods.
- Supervise warehouse operations by managing 16 employees during 2 shifts.
- Manage 10,000 square foot warehouse over \$5 million amount.
- Conduct monthly inventories of materials on the work floor.

NURSE PRACTITIONER

PRIME CARE URGENT CARE, YUMA, AZ | APR. 2009 - MAR. 2014

- As the Warehouse and Logistics Manager, I coordinated the preparation of daily outbound orders with a team of employees under my supervision, creating packing lists, bills of lading and commercial invoices.
- I scheduled and oversaw the receipt of inbound shipments, checking-in drivers, and documenting damaged products while controlling warehouse inventory with weekly audits to ensure accurate product counts.
- Logged freight costs, preparing freight for trade shows, directing customer inquiries to appropriate departments, and providing assistance to the Director of Operations in revising and creating new company SOP in preparation for third-party audits.