

MATTHEW NOVOSEL

OBJECTIVE

Motivated individual with knowledge of shipping and receiving procedures, inventory management, warehouse control, dispatching, logistics and forklift experience. Currently seeking a position within a company's supply chain.

TECHNICAL & PROFESSIONAL SKILLS

- Employ beneficial and extensive forklift training.
- Demonstrate effective problem-solving skills, and logistical support.
- Significant experience with operational logistics.
- Implement inventory and warehouse management procedures.
- As a warehouse manager, exhibit leadership and communication skills, including decision making and effective time management.

EXPERIENCE

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| Jan 2019 – Aug 2019 | Warehouse and Logistics Manager, <i>Red Frog Events</i> <ul style="list-style-type: none">• Forklift operator and warehouse clerk.• Promoted to Manager July 2019.• Oversee trucking and logistics schedule as well as proper loading and unloading of equipment.• Company went out of business in August 2019. |
| Oct 2018 - Dec 2018 | Contract Designer, <i>High Voltage Software</i> |
| Jan 2018 - Oct 2018 | Configuration Lab Technician, <i>ITsavvy</i> |
| Feb 2013 - Jan 2018 | Team Member, <i>Menards</i> <ul style="list-style-type: none">• Outside lumber yard and receiving team member• Forklift operator |
| Sep 2008 - Sep 2016 | Motor Vehicle Operator 3531, <i>United States Marine Corps</i> <ul style="list-style-type: none">• Honorably discharged from service as a Non-Commissioned Officer Corporal of Marines (E-4)• Fire-team leader, Certificate of Commendation, Multiple Certificates and Letters of Appreciation, Sea Service Deployment Ribbon, Navy Meritorious Unit Commendation.• Motor Vehicle Dispatcher |

EDUCATION

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| Nov 2016 | B.S. Computer Game Development, Concentration in Design
Chicago, IL, <i>DePaul University</i> |
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