

Matthew Garratt

To be granted a propitious long term position with your organization, while meeting and exceeding the needs of any tasks assigned to that position.

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EXPERIENCE

American Direct, Dover, DE. —Administrator / Project Manager

May 2016 - Present

Division 10 contract Estimating and Project Management. Analyze plans and parse out pertinent Division data for job costing. Manage and administrate all functions pertaining to Fulfillment Center Enterprise Resource Planning and Operations. Create and process sales orders, process purchase orders, invoices, and credit memos. Audit Sales staff and Project Managers. Administer job contract documentation database, CRM, and contract opportunity/lead generation and analytics platforms for east coast operational region. Oversee operation/scheduling of maintenance for vehicle fleet. Coordinate logistics and material movements by interfacing with 3rd party Project Managers & Superintendents.

Hi Neighbor!, Dover — Owner/Operator

March 2010 - March 2016

(Most recent contract serviced) Drive truck w/ trailer to Bayhealth owned medical offices. Discuss service needs with clients. Pick up inventory. Strip inventory and repair frames as necessary. Reupholster with federally compliant microfiber antibiotic and fire resistant material. Return inventory to place of origin. Keep detailed records of materials used, expenses, working rate, and job completion time. Perform property preservation activities on contract 1099 basis. Refurbishment and property turnarounds: Landscaping and lawn maintenance. Basic carpentry, electrical, plumbing, and cleaning.

Stover Homes, Dover —Foreman/PM

April 2007 - January 2012

Manage project life cycle. Performs administrative functions pertaining to crew management: scheduling, training for productivity and safety. Interacts with clientele in order to ensure job satisfaction. Use employee and client management systems for data tracking purposes. Operates equipment. (Dump trucks, fork trucks, forklifts, zero-turn mowers, tractors w/ front end loader.)

UPS, Burtonsville, MD. - Operations Supervisor

October 2002 - December 2006

Manage, plan, organize, and direct all assigned employees. Manage and implement security and loss prevention procedures. Prepare and manage safety procedures in accordance with Company, OSHA, and DOT guidelines. Prepare and implement action plans to ensure the service center achieves planned productivity, load average, cube utilization, and service targets. Work with Central Dispatch to develop a linehaul plan to effectively and efficiently move freight to destinations.

SKILLS

- Enterprise Resource Planning.
- IMS, CRM, CMS exp.
- (C.S.A.) Computer software applications. Microsoft office suite.
- Data entry, and database navigation - (push pulling)
- Computer Tech & applied sciences
- Physical hardware diagnostics, removal, repair, and upgrading.
- Custom ground-up builds.
- Online community administration and forum moderation.
- Crew Management
- Current Forklift Certification
- Current DOT Certified

EDUCATION

Fishburne Military Acad. - Waynesboro, VA
G.E.D. - State of Delaware