

MATTHEW LEWIS

(863) 326-0664 / m.lewis7@verizon.net / Winter Haven, FL

Skills

Leadership, Staffing, Logistics, Data Entry, Microsoft Office & iWork Suites, Payroll, Budgeting, Typing Speed 75-80 WPM, Customer Service, Telephone Etiquette

Education

High School Diploma

Haven Christian Academy / Winter Haven, FL

Software Engineering Bootcamp

Thinkful - Currently Enrolled

Experience

Motion Industries / Lakeland, FL

Material Handler / Picker / January 2023-Current

Gather, verify, and place items into order picking container for outgoing shipments, ensure warehouse work areas and equipment are clean, orderly, and properly maintained.

Carvana Inspection Center / Haines City, FL

Inventory Control Specialist / November 2020-January 2023

Utilized RFID scanning devices to update locations of inventory daily, located missing units on the lot and at offsite facilities, and received inventory from drivers.

Palmetto Maintenance / Lakeland, FL

Maintenance Foreman / October 2017- November 2020

Performed commercial maintenance including concrete, electrical, plumbing, store display tear down and set up, waste removal, and landscaping.

AKT Enterprises / Orlando, FL

Fulfillment Manager, Assistant Manager, Receiving Clerk / August 2014-October 2017

Supervised and staffed all warehouse departments, ensured all safety protocols were followed, maintained the operational budget, performed human resource tasks, such as hiring and termination, payroll tasks, ensured warehouse remained neat and orderly, received product, confirmed counts, and placed product on shelves.