

Matthew Belz

569 Lemonwood Dr, Ballwin, MO 63021
(310) 406-6258; mpbelz@gmail.com

EXPERIENCE:

2013 – Current

Loyal Collective, St Louis, MO - Owner/Designer, Production Manager, Website/Social Media Manager

Design original patterns, source all materials, coordinate with pattern assistants/ sample makers/production facility, control and audit product stock, website maintenance (writing/editing code, content updates, software updates, product updates, understanding analytics, feature additions, installing new/updating website apps, customer acquisition and retention, file management, website optimization), maintain all social media accounts (brand development, create/curate/manage all published content, engage with followers, monitor social media activity, social media marketing campaigns and giveaways, interact with brand ambassadors/influencers, promote through social advertising, develop promotional strategy, analyze metrics and ROI). www.loyalcollective.com

03/2019 – 07/2019

Cheree Berry Paper, St Louis, MO - Production Manager

Planning and organizing production schedules, assessing project and resource requirements, estimating, negotiating and agreeing budgets and timescales with clients and managers, ensuring that health and safety regulations are met, determining quality control standards, overseeing production processes, re-negotiating timescales or schedules as necessary, selecting, ordering and purchasing materials, organizing the repair and routine maintenance of production equipment, liaising with buyers and marketing and sales staff, supervising the work of junior staff, organizing relevant training sessions.

09/2017 – 01/2019

Fry-Wagner Moving & Storage - St Louis, MO - Project Manager, Logistics Coordinator

Coordinate and monitor supply chain operations, Ensure facilities, assets and communications are used effectively, Utilize logistics IT to optimize procedures, recruit and coordinate logistics staff, Supervise orders and ensure all materials and equipment meet the needs of the customer, Communicate with suppliers, retailers, customers etc. to achieve profitable relationships, with mutual satisfaction, Plan and track the shipment of final products according to customer requirements, Keep logs and records of warehouse stock, executed orders etc., Prepare accurate reports for upper management, create new/maintain all business accounts, oversee job quoting/invoicing, general customer service.

05/2007 - 09/2017

L & H Trucking LLC - St Paul, MO - Office Manager, Bookkeeper, Dispatcher, Safety Officer

General office maintenance, QuickBooks and Outlook management, bookkeeping, accounts payable/receivable, payroll, invoicing, taxes, bank and credit account reconciliation, customer service, create new/maintain all business accounts, dispatch/route all company vehicles, ensure all licenses/permits/protocol are in compliance.

06/2012 - 12/2012

A. Miller Research - New York, NY - Political/Corporate Management Consultant

Managed Campaign for Libertarian Presidential Candidate Gov. Gary Johnson – 2012

Analyze existing organizational problems and develop plans for improvement. Create and implement new “best practices” by the specific nature of situations under consideration. Develop coaching skills, technology implementation, strategy development, and operational improvement.

05/2008 - 06/2012

MB Transport LLC - St Paul, MO - Owner, Bookkeeper, Dispatcher, Safety Officer

General office maintenance, QuickBooks and Outlook management, bookkeeping, accounts payable/receivable, payroll, invoicing, taxes, bank and credit account reconciliation, customer service, create new/maintain all business accounts, dispatch/route all company vehicles, ensure all licenses/permits/protocol are in compliance.

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OTHER EXPERIENCE:

07/2021 - Current

Mi Lupita, Ballwin, MO – Server

Welcoming and seating guests, taking guest orders, communicating them effectively to the kitchen and in addition, memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks.

11/2019 - 07/2020

Craft Eats & Drinks, Wildwood, MO - Bar Manager, Bartender, Server

Employee scheduling, liquor ordering, cash tracking, stock/inventory bar, table service, wine presentation, crafting specialty cocktails, opening/closing duties, customer service, and assessing customer needs.

01/2014- 09/2017

Wildwood Pub & Grill, Wildwood, MO - Bar Manager, Bartender, Server

Employee scheduling, liquor ordering, cash tracking, stock/inventory bar, table service, wine presentation, crafting specialty cocktails, opening/closing duties, customer service, and assessing customer needs.

12/2012 - 01/2014

Drunken Fish – Ballpark Village, St Louis, MO - Bar Manager, Bartender, Server

Opened new location, assisted in creating specialty cocktail menu, stock/inventory bar, table service, wine presentation, crafting specialty cocktails, opening/closing duties, customer service, and assessing customer needs.

Academic Experience:

09/2021 - 03/2022

LaunchCode (LC101), St Louis, MO

- 25 week program that focuses on programming fundamentals, web basics, and more advanced concepts with Java.
- Curriculum covered: JavaScript, Java, TypeScript, Angular, MySQL, Spring Boot, Hibernate, Thymeleaf, and Git Repositories
- Built multiple in class projects

10/2005 - 05/2008

St. Louis Community College, St. Louis, MO - A.F.A. Fine Art

08/2001 - 05/2003

Maryville University, St. Louis, MO

Additional Skills/Experience:

- Programming Skills: JavaScript, Java, TypeScript, Angular, MySQL, Spring Boot, Hibernate, Thymeleaf, and Git Repositories
- Proficient in both PC & MAC operating systems, Quick Books, Wordpress and Shopify Website Maintenance, Adobe Creative Suite, Microsoft Office Suite, and Outlook
- Member of American Mensa (High IQ Society)