

Dfnommensen@yahoo.com

Cell (847) 971-0867

- Worked in a fast paced environment with project managers for all departments
- Validated contracts with all departments in fast paced environment
- Managed spreadsheets for training classes
- Arranged training for all speakers
- Maintained and update all training correspondence for clients

PLS Midwest LLC – Copal Division for Direct Mail – January 2008 to October 2008

**Operations/Customer Service/Data Analyst**

- Worked with a team to implement the procedures for a new company division (Copal)
- Analyzed the direct mail computer files through Monticello for production and customer cost savings
- Set up production schedules to produce mail within a 24 hour window
- Prepared new account set ups for sales reps
- Supervised 20 dock employees during production of copal processing. As a data analyst our team was able to increase the business from 2 million pieces of mail to 20 million pieces of mail processed per month utilizing 2 shifts of mail sorters and loaders and reduced the hours of processing the direct mail
- Trained employees on the mail processing procedures

Postal Logistics Services LLC – Direct Mail Transportation– January 2007 to January 2008

**Operations 2<sup>nd</sup> Shift Supervisor**

- Managed 5 second shift employees
- Dispatched freight to destinations locally
- Processed logistics data and documentations
- Trained employees on processing data through the company logistics program
- Communicated with vendors and customers

Quality Flooring Installations Inc. – Flooring Contractor – November 1999 to December 2006

**Assistant Supervisor**

- Supervised 10 installers at job sites
- Corresponded with general contractors
- Handled discrepancies with installation and products
- Delivered supplies and materials

