

MATTHEW HARRISON

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SUMMARY OF SKILLS

- 5+ years management and supervision experience
- Proven leadership capabilities with aptitude for administration and delegation
- Strong ability to manage multiple priorities in high-pressure environments
- Punctual, reliable, and focused on completing tasks effectively and efficiently

WORK EXPERIENCE

Third-shift Supervisor July 20xx – Present

General Mills, Cedar Rapids, IA

- Supervised 15 floor production employees
- Trained employees on acquiring job skills, including machine operation and quality control
- Provided annual reviews of employee performance
- Chaired safety committee to ensure standards led to safe work environment

Plant Utility March 20xx – June 20xx

ADM, Cedar Rapids, IA

- Collected ethanol samples from several locations around facility
- Conducted multiple lab tests on samples measuring alcohol content, PH levels, and acidity levels
- Maintained precise records by entering lab results into database
- Inspected incoming trucks to ensure accurate delivery of chemicals and completed paperwork

Receiving/Shipping Clerk January 20xx – February 20xx

Van Meter Inc., Cedar Rapids, IA

- Packaged customer orders, generated and printed labels, shipped packages
- Used cycle counting to track product amounts and locations
- Certified forklift operator

UV Machine Press Operator September 20xx – December 20xx

Feiereisen, Inc., Cedar Rapids, IA

- Operated three different UV presses that sprayed UV coating on paper
- Handled various UV chemicals daily
- Cleaned and maintained machines daily

EDUCATION

Bachelor of Liberal Studies - Organizational Studies track May 20xx

The University of Iowa, Iowa City, IA

Associate of Arts - Business Administration December 20xx

Associate of Applied Science - Skilled Trades May 20xx

Kirkwood Community College, Cedar Rapids, IA