

J E F F R E Y M O N H E I M

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CAREER DIRECTION

Highly Adaptable: Possessing the versatility necessary to effectively move into a broad range of company leadership roles, I am confident in my ability to quickly familiarize myself with your product or service line and successfully transition into any of the following work assignments:

- **FRONTLINE MANAGEMENT – ONSITE, DISTRICT OR REGIONAL LOCATIONS**
- **HIGHER LEVEL TECHNICAL SUPERVISION / OPERATIONS OVERSIGHT**
- **ANOTHER RESPONSIBLE MANAGEMENT POSITION**

BACKGROUND HISTORY

Through years of experience, and long-term loyalty and dedication to my employer, I have developed the skills and abilities necessary for the **successful oversight and expansion of business operations from start-up to over \$15 million in annual sales.**

Able to forge and maintain strong customer, vendor and employee relationships, I bring a proven track record of leadership (learning from the ground-up) and profit growth.

ELEMENTAL SKILLS

- COORDINATE MULTIPLE TASKS AND ASSIGNMENTS SIMULTANEOUSLY
- WELL-DEVELOPED PROBLEM-SOLVING SKILLS; ENJOY CHALLENGES
- SUCCESSFULLY PRIORITIZE TASKS AND MEET GOALS IN A TIMELY MANNER
- SOLID LEADERSHIP ABILITIES; READILY EARN RESPECT OF PEERS / STAFF
- STRONG COMMUNICATOR; WORK WELL INDEPENDENTLY OR WITH A GROUP
- TEAM-BUILDING: ABLE TO EFFECTIVELY TRAIN / SUPERVISE / RALLY STAFF
- PROFIT AWARENESS: CAN STREAMLINE OPERATIONS / MONITOR BUDGETS

MANAGEMENT EXPERIENCES

- | | | |
|---|------------------------|--------------|
| - REGIONAL MANAGER | 1996 to present | confidential |
| - GENERAL MANAGER | 1992 to 1996 | |
| Employer: The Newark Group, Inc. / North Shore Recycled Fibers Division | | |

Professional growth: Previously employed with the **World Recycling Company**, I helped to build and expand the business to a multiple-truck fleet over a three year period. Merging with the Newark Group, Incorporated / North Shore Recycled Fibers Division in 1992, I was instrumental in supporting the growth of the organization to an eight truck, multi-state operation and was ultimately promoted to the position of Regional Manager.

SKILLS AND ABILITIES

Offering extensive hands-on supervisory and coordinating exposures in technical and general administrative arenas, some of the work skills and competencies I offer are listed below:

- **Operations:** respected manager with day-to-day responsibilities for the oversight of a fast-paced, timeline sensitive business operation; successfully participated in two business expansions / mergers; recognized for maintaining the most efficiently run location nationwide
- **Management style:** instill trust; approachable; strong employee motivator; build work-focused teams using positive reinforcement; apply fair and equitable approaches to conflict resolution; consistently enforce company policies and procedures
- **Personnel:** recruit, interview, hire and train new staff; perform employee evaluations; assure corporate personnel policies and procedures are adhered to; provide on-going training; handle all aspects of employee discipline; OSHA certified trainer in materials handling equipment
- **Scheduling:** task and detail oriented; able to set priorities and re-direct approaches; quickly and efficiently adjust for changes in routine and unforeseen circumstances; experience coordinating routing, dispatching and scheduling for a large geographical area
- **Efficiencies:** responsible for examining systems; develop workflow plans; identify areas of weaknesses; review options and implement improvements; monitor profit and loss statements
- **Preventive maintenance:** excellent problem-solving aptitude; developed programs to successfully minimize equipment downtime; oversee equipment audits; can troubleshoot potential problems and initiate corrective action keeping repairs to a minimum
- **Safety:** knowledge of all applicable corporate and OSHA safety requirements and guidelines; certified OSHA trainer; oversee employee safety and training programs
- **Purchasing:** review and approve all routine day-to-day purchases; prepare capital / major moveable equipment requests; collect and review bids; work directly with vendors; set up and handle all equipment maintenance agreements / financial contracts
- **Profitability:** prepare and administer a \$1.5M budget; developed internal cost savings programs resulting in better positioning for bid preparation; have an “eye” for the bottom line
- **Logistics:** constantly seeking to provide creative and innovative approaches for cost containment and expense reduction; located lower cost warehouse and office accommodations; facilitated entire company relocation with little to no production down-time
- **Customer service:** offer high quality, customer-focused service to foster on-going business growth; calm; effectively handle / resolve customer concerns; assure timely schedule changes
- **Computers:** use Microsoft Word, Excel, the Internet and email; learn new programs quickly

Supplemental:

- **Trucking:** Class A license; dispatch, route and manage up to eight truckers at one time servicing over 325 locations; manipulate and revise schedules to accommodate changes at a moment’s notice; familiar with seasonal demands and re-routing due to customer needs
- **Acquisition:** prepare and present capital purchase requests; procure equipment; oversee maintenance agreements for tractors, trailers, trucks, forklifts, baling, and other equipment
- **Regulations:** complete understanding of multi-state trucking and DOT regulations, federal laws and border requirements; OSHA certified trainer in materials handling equipment

ADDITIONAL INFORMATION AND TRAINING

Having a flexible schedule and a stable professional and personal history, I also offer you high quality personal and professional references. Educationally, I routinely attend all company / vendor / National Safety Council-sponsored leadership, financial, product and service seminars

and training sessions. I am available for overnight travel. Able to consider a national relocation.