

Trevor W. Suedmeyer

611 Big Horn Drive • O'Fallon, MO 63368 • (314) 550-6166 • suedmeyer74@gmail.com

EDUCATION

Saint Charles Community College
Associate's Degree of Business Administration

Saint Charles, Missouri
January 2017 – December 2019

WORK EXPERIENCE

Hackmann Lumber Company
Dispatcher and Load Coordinator

Saint Peters, Missouri
September 2020 - Present

- Communicated with customers via phone call to ensure accurate order placement, as well as addressed all customer concerns related to delivery and pickup of materials
- Recorded all load and tracking information into Epicor computerized dispatch system
- Coordinated delivery of materials with customer or vendors and planned driver's route accordingly
- Developed and maintained strong relationships with drivers and contractors
- Verified driver logs and records related to work activities

Machine Operator

August 2017 - September 2020

- Fulfilled orders according to materials list, schedule, and customer request
- Communicated with all warehouse staff, customers, and dispatch to ensure correspondence between all parties
- Operated fork lifts, Moffett truck, and Boom truck safely and efficiently to move materials from warehouse to customer location in a timely manner
- Used problem-solving skills to navigate obstacles at jobsites in order to transport materials appropriately
- Lead and coordinated safety meetings with customers to ensure smooth transfer of materials

Warehouse and Operations Manager

August 2016 - August 2017

- Performed material management tasks, such as categorizing materials through systematic tagging and labeling using Epicor software
- Oversaw up to 12 employees per day, responding appropriately to questions and concerns to maintain a positive work environment
- Managed employee schedule and lead new employee training
- Assisted customers with loading and transporting products to maintain customer and staff safety
- Responded to customer questions and concerns quickly and appropriately to ensure adequate service and customer experience

Bear Creek Golf Course

Wentzville, Missouri

Station Chef

December 2015 - August 2016

- Prepared meals for groups of greater than one hundred people during wedding receptions, golf tournaments, and other venues
- Used teamwork mentality when working with cooks and other staff to ensure meals were served correctly and timely
- Maintained clean, safe, and healthy environment

Line Cook

July 2014 - December 2015

- Prepared meals to order and assisted with cooking main and side dishes for events
- Collaborated with chef and other line cooks to ensure all individual duties were established to maintain good employee and customer satisfaction
- Recognized when bathrooms and dishes needed to be cleaned and completed these tasks in a timely manner

SKILLS

Technical Skills: Microsoft Office, Excel, PowerPoint, Epicor, QuickBooks