

# MICHAEL DAVID MAWHORTER

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- OBJECTIVE** To obtain a full-time position, learn the business from the ground up, and utilize prior managerial experience in a satisfying and substantial career.
- EDUCATION** **The Master's College**, Santa Clarita, CA earned June 2008  
Major: Bachelor of Arts in Communication, Electronic Media
- Santa Clara University**, Santa Clara, CA September 2017 - December 2017  
Certificate of Advanced Accounting Proficiency, some credits earned
- PROFESSIONAL EXPERIENCE** **Top Notch Delivery**, Walnut Creek, CA May 2014 - January 2018  
**Director, Operations**
- Maintain constant effective communication with all relevant personnel and clients
  - Hire, fire, and manage employees
  - Manage fleet, safety equipment, gas cards, payroll, and project costs
  - Manage relationships with FedEx Ground management, customers, and vendors
  - Provide support and training for employees in a fast-paced and stressful workplace
  - Analyze driver performance to increase efficiency and safety, in accordance with FedEx policies and U.S. DOT regulations
  - Provide logistical oversight for FedEx Ground and Home Delivery operations in five counties: Contra Costa, Solano, Napa\*, Solano\*, and Marin\*
    - \* Major success: Personally overtook management of three unproductive business segments, overhauled and optimized operations, and led divisions to profitable sale within a year
- Bee Green Recycling**, Oakland, CA March 2012 - June 2014  
**Project Manager**
- Produce and manage three websites for the parent company and subsidiaries
  - Handle and verify cash flow from daily operations
  - Develop and maintain relationships with customers and vendors
  - Inspect, verify, and log incoming and outgoing material inventories per state regulations
  - Certify to operate forklifts and other heavy machinery and inspect for asbestos
  - Manage production of a pro bono website and video series for an associated nonprofit
- Sequoia Technologies IMS**, Pleasant Hill, CA March 2010 - September 2011  
**Project Manager, SEO Account Manager, Marketing Specialist**
- Prepare monthly performance analysis reports for management and for clients
  - Create sales, support, education and marketing pieces for print, web, and live digital distribution, including written documents, presentations and videos
  - Collaborate with Accounting, Engineering, Project Management, Support and Sales
  - Manage up to 50 concurrent SEO campaign accounts
  - Serve customers via telephone, email, and online chat platforms