

# MIKE MAWHORTER

MikeMawhorter.com

MikeMawhorter@gmail.com

925.391.1194

## 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.

## PROFESSIONAL EXPERIENCE

**Top Notch Delivery**, Walnut Creek, CA  
**Director, Operations**

May 2014 - present

- 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\*, Sonoma\*, 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 & Supply**, Oakland, CA  
**Project Manager**

March 2012 - June 2014

- 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

## 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