

PAUL MUETZE

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Professional Summary

Highly motivated and results-oriented professional with 18+ years of experience across administration, logistics, IT, and business operations. Proven ability to lead teams, optimize processes, and drive business growth in dynamic environments. Possesses strong analytical, problem-solving, and communication skills. Skilled in inventory management, customer service, project management, and software implementation. Passionate about continuous learning and development.

Key Skills

Technical:

- **Software:** Linux, CRM/ERP, Accounting, POS Systems
- **Hardware:** Computer troubleshooting, Network maintenance
- **Video/Audio Editing:** Videography, Photography, Editing Software

Business Management:

- **Administration:** Accounts Payable & Receivables, Personnel Management, Customer Service, Project Management, Inventory Management, Quality Control, Operations Management
- **IT:** System Administration, Software Selection & Implementation, Network & Security Management
- **Leadership:** Team Leadership, Performance Management, Strategic Planning, Budget Management, Conflict Resolution, Coaching & Development

Experience

Shipping Specialist / Quality Control Technician

Chartwell Employment Services | Reno, NV | Sept 2022 – Jul 2023

- Streamlined order fulfillment processes for efficiency and accuracy in picking, packing, and shipping.
- Maintained a clean and organized warehouse environment for smooth operations.
- Performed inventory counts and assisted with other tasks as needed.

(Experience Con't)

Warehouse Shipping and Inventory Control

Legacy Supply Chain | Reno, NV | Jan 2021 – Aug 2022

- Managed all aspects of warehouse operations, including shipping, order processing, inventory control, and team leadership.
- Implemented and optimized processes to achieve significant efficiency improvements.
- Utilized IT skills to manage systems and data, ensuring accuracy and compliance.
- Provided exceptional customer service to maintain positive client relationships.

General Manager

TMart Ops I, LLC. d/b/a Dunkin' Donuts | Wausau, WI | Aug 2018 – Jan 2020

- Oversaw all aspects of store operations, including staff scheduling, inventory management, and financial reporting.
- Achieved consistent profitability through effective budgeting, cost control, and sales strategies.
- Ensured strict adherence to franchise standards and regulations.
- Led and motivated a team of employees, fostering a positive and productive work environment.

Assistant Manager

MGROC, LLC. d/b/a Huhot Mongolian Grill | Wausau, WI | Aug 2017 – Jan 2018

- Managed food costs and inventory levels, optimizing resource allocation and minimizing waste.
- Maintained a clean and safe work environment, upholding company standards and regulations.
- Effectively supervised a team of 10+ employees, ensuring efficient task completion and excellent customer service.
- Responding to online reviews and customer inquiries, proactively addressing concerns and building positive brand reputation.

General Manager

WJ Pizza, Madison Pizza, LLC. d/b/a Jet's Pizza | West Allis, WI | Jul 2015 – May 2017

- Led all daily operations across three locations, ensuring smooth workflows and customer satisfaction.
- Developed and implemented successful marketing strategies to drive sales and brand awareness.
- Managed staff scheduling, performance reviews, and training programs to optimize team productivity.
- Efficiently handled inventory management, ensuring proper stock levels and

minimizing product waste.

Chief Information Officer / HR / A/P / A/R / Purchasing / Office Manager

Mill-Rite, Inc. | Milwaukee, WI | Jul 2004 – Jan 2015

- Provided strategic direction and oversight for IT operations, ensuring system stability and network security.
- Managed all administrative functions, including financial reporting, budgeting, personnel management, and legal compliance.
- Led and motivated a team of non-merchandising departments, including advertising, purchasing, credit, and accounting.

Education

Small Business Management/Computer Concepts

Northcentral Technical College | Wausau, WI | 1999-2001

High School Diploma: Graphics Communications

Merrill Senior High School | Merrill, WI | Graduated 1996

Freelance Work

Videographer, Photographer, Video/Photo/Audio Editor

Additional Information

- Fluent in English
- Strong interpersonal and communication skills
- Highly organized and detail-oriented
- Passionate about continuous learning and improvement