

# Matthew Lee Fuller

## Professional Summary

- Over 15 years experience as a supervisor including coke plant operations and military service
- Through hard work and dedication promoted in each position within one to two years of employment
- Committed to high safety standards and emergency preparedness

## Education

West Virginia Northern Community College, Wheeling, WV

- Associate in Applied Science, Refrigeration, Heating and Air Conditioning May 2011
- Certificate of Proficiency, Industrial Maintenance Technology May 2011

## Certifications

- EPA Universal Technician Certification No: **580852534110**
- International Association Drilling Contractors (Onshore) Rig Pass

## Qualifications

### Management

- Supervised daily activities of minimum of 15 union production and maintenance employees, average 10-20 contractors in accordance with plant safety, policies and procedures
- Develop employee work schedules to maximize workforce needed for production
- Wrote and developed SOP's for occupational and EPA standards

### Key Skills

- Possess sound health and sound mind
- Physically capable to complete the work efficiently
- Have experience as a laborer working in the steel/coke making industry
- Excellent interpersonal skill; committed to the team player atmosphere at work
- Capable of repairing different types of machines and equipments

### Safety

- Maintained safety training, reports, and observations of employees
- Part of a team of supervisors in changing the safety and production culture of Shenango Inc. by having ZERO recordable accidents for over a year
- Reviewed and developed job safety analysis for coke making occupations

### Training

- Develop and implemented new hire training for union employees
- Conduct new hire trainings for all union employees
- Evaluate employees' performances and conduct appraisals

## Experience

Operations Turn Manager, DTE Energy  
Pittsburgh, PA

Oct. 2010—Present

Operations Process Manager, Mountain State Carbon, LLC.  
Follensbee, WV

June 2002—April 2009

**Military Service**

Military Police E-6/SSG, U.S. Army (Active)

Oct. 1993—April 2002

Heavy Construction Equipment Operator E-3/EOCN, U.S. Navy (Reserve)

Feb. 1991—Oct. 1993

**References**

Available upon request