

# Bobby Trusty

## **Detail-oriented Circulation Manager with 8 years experience.**

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Circulation Manager with 8 years of experience, demonstrated ability to build efficient, reliable teams that work together to achieve goals and exceed expectations. Manage daily operations of 3 publications (shipment arrivals monitoring, delivery to subscribers, collections, accounts payables).

Authorized to work in the US for any employer

## Work Experience

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### **Delivery Driver/Customer Service**

FedEx Ground - DuPont, WA

November 2021 to February 2022

- Accurately organized products onto truck in accordance with route to be most efficient
- Maintained and documented changes to fleet equipment
- Delivered a variety of products, including furniture and tires
- Addressed customer complaints
- Strong interpersonal and problem-solving abilities.

### **Distribution/Circulation manager**

Lafromboise Communications/ CT Publishing - Centralia, WA

March 2013 to November 2021

- In this position I was responsible for managing a team of 24 to efficiently and accurately insert and deliver printed goods of multiple publications to post offices stores and customers. Some of the responsibilities included:
  - Operate and maintain 2003 Muller Alphaliner 10 head inserting machine.
  - Operate and maintain a 227 inserting machine.
  - Operate and maintain a QUIPP 500 stacker.
  - Operate and maintain Dynaric strapper NP1500HS
  - Operate and maintain a stitch and trimmer.
  - In charge of training new employees on operations.
  - Analyze and predict market trends to maximize distribution.
  - Maintain and edit database of customers and delivery locations.
  - Assist in customer complaints, delivery issues, and resolve problems in an efficient and timely manner to the best satisfaction of the customer possible.
  - Work closely with other departments to maximize best customer experiences.
  - oversee and delegate tasks.

### **Class Assistant**

Centralia College - Centralia, WA

January 2011 to August 2011

- Assist students in the classroom with errors or problems

- Help instructor express ideas to the students
- Worked with Windows (XP, 7, Server 2008) and dealt with compatibility, configuration and troubleshooting hardware and software.

Reason for leaving: Job was temporary

### **Shift Leader/Manager**

Foseco Metallurgical Inc - Centralia, WA  
February 2006 to October 2009

- Lead Person, good communication with Team
- Quality Control
- Equipment Repair
- Keeping production on schedule
- Keep staff on task and productive

Reason for leaving: Plant Closure

## Education

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### **Certification in Welding**

Centralia College - Centralia, WA  
September 2022 to Present

### **Associate in Applied Science in Computer Science Technology**

Centralia College - Centralia, WA  
January 2010 to December 2012

Mossyrock High School - Mossyrock, WA  
June 2003

## Skills

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- Computer Science (10+ years)
- Delivery Driver Experience (8 years)
- Software Troubleshooting (4 years)
- Equipment Repair (5 years)
- Problem management (8 years)
- Forklift (10+ years)
- Machine operations (5 years)
- Linux
- Network Support
- Active Directory
- Java
- Computer Networking
- Microsoft SQL Server
- Microsoft Windows Server

- Software Testing
- Operating Systems
- Troubleshooting
- Microsoft Windows
- Remote Access Software
- VMWare
- Software Development
- MIG welding (Less than 1 year)
- Stick welding (Less than 1 year)
- Communication skills
- Heavy lifting
- Box truck
- Customer service
- Moving

## Awards

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### **Certificate of Schoolastic Achievement**

April 2011

Awarded by Centralia College for keeping a high GPA for one full year.

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April 2012

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## Certifications and Licenses

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### **Associate in applied science Computer Science**

December 2012 to Present

Awarded from Centralia College

## Additional Information

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Currently enrolled in the evening welding program at Centralia College. I took time off from March 2022 until I started the welding program in Fall because my father was ill and passed away in July 2022. I have taken Stick and Mig welding courses so far. I am currently enrolled in the Tig class.