

Brian D. Gurtz

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www.briangurtz.com

A dynamic, results-oriented person offering focused leadership and drive.

Consistently achieving performance goals through enthusiasm, tenacity and initiative, which complement's knowledge / experience in:

- Database / Database-driven websites
- Purchasing / Inventory Management
- Information Security / E-commerce
- Project Management / Records Management
- Customer Service / Guest Relations
- Cost Containment / Control
- Policies and Procedures
- Programming and Computer Skills

Noted for outstanding communication skills, ability to trouble shoot computer, network and software issues, resolve problems quickly and proficiently.

Education:

Technical School: Missouri Department of Correction Academy.

College: American College of Technology – Computer Programming and Systems Design
(Graduation date – February 2018)

College: Pinnacle - Renewable Energy Technician
(Graduation date – September 2017)

Operating Systems: Windows OS, Mac OS, IBM AS400, Linux

Software Applications: MS Office (Word, Excel, Power Point, Access), VB, C#, PHP, Java, ASP .net, HTML, XML, Adobe Photoshop, Adobe Dreamweaver, Apache, MYSQL

Networking: LAN/WAN, TCP/IP, VPN

Certificates Studies, CCNA (Cisco Certified Network Assistant) Microsoft A+

Electronics: Multimeter, Oscilloscope, Signal Generator, Skills include maintenance, troubleshooting, and repair of electronic, electrical, and computer-based equipment.

Languages: English, German

Additional Information

License - Class A CDL (10/01/2010)

State of Missouri Department of Corrections Training Academy

State of Missouri Fire Arms Training - 357 - 12 gauge - AR-15 - Pepper Spray - 4 Point Restraints with Black Box,

State of Missouri Self Defense Training

State of Missouri Use of Force Training

Red Cross First Aid and CPR Training

Padi Open Water Diver

High School

Karlsruhe High School (08/15/1989 - 03/15/1992)
Karlsruhe, West Germany
Degree: Gen

High School

North Harrison (03/15/1992 - 04/20/1993)
Ramsey, Indiana
United States
Degree: Gen

Work Experience

J&K Transport (10/2014 – Present)

540 Harless Lane Hearne Texas, 77859

Supervisor: Donald Threadgill

Duties: Managing multiple trucks to make sure deliveries and pickups can be made within the HOS, orchestrating trailer swaps, tracking driver and loads to make sure they are on time. Deal with customers and onsite personal, calming heated/urgent situations. Dealing with logistical situations such as: flooded roads, bridge heights, closed roads and construction. Planning multiple loads to be completed within the HOS, and Pre-Planning next day loads. Evaluating job sites to ensure trucks and trailers can be maneuvered in and out safely.

Inspect trucks before and after trips and submitting reports indicating truck condition. Read bill of lading to determine assignment, Fastening chain or binders to secure load on trailer during transit. Loads or unloads, or assists in loading and unloading truck. Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer.

Werner / Tracker Boats (09/2013 – 09/2014)

1500 Maple Lane, Lebanon Mo, 65536

Supervisor: Annette

Duties: This started out as a temporary job with Penmac working for Tracker. I built boat kits on pallets and used forklifts to deliver them to the appropriate build line, and retrieved and stocked parts. I was picked up by Werner to drive and deliver boats with the use of a semi; this required a class A CDL.

Knight Refrigerated. (09/01/2012 – 08/2013) - Driver

5601 W. Mohave Ave. Phoenix AZ

Supervisor: Tom Long

Duties: Inspects truck before and after trips and submits report indicating truck condition. Read bill of lading to determine assignment, Fastens chain or binders to secure load on trailer during transit. Loads or unloads, or assists in loading and unloading truck. Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer. Obtains customer's signature or collects payment for services. Inventories and inspects goods to be moved. Drives tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products, and materials, usually over long distance. Maneuvers truck into loading or unloading position, following signals from loading crew as needed. Drives truck to weigh station before and after loading, and along route to document weight and conform to state regulations. Maintain driver log accordance with DOT regulations.

GW Inc. (02/23/2011 – 08/2012) - Manager
896 Missouri Ave. Suite 1 Saint Robert, Missouri 65584
Supervisor: Denis

Duties: Creates any needed data in the form of letters, memorandums, proposals or reports
Plans, organizes, assigns and reviews work of office staff. Oversees office projects and operations,
Handles associates complaints, grievances, questions and concerns.
Manages staff schedules, Screens and routes incoming calls and messages when necessary
Monitors office usage of supplies and reorders as needed. Tracks spending and budgets funds
Monitors administrative personnel and assigns duties as needed
Oversees and manages all areas of the restaurant and warehouse.
Ensures guest service meets company standards and customer satisfaction is maintained.
Respond to customer complaints, taking appropriate action to solve the problem.
Train staff, and develop floor managers and hourly employees through orientations, ongoing feedback and by
conducting performance reviews. Closely monitor the safety of the restaurant guests and staff through execution of
food safety and restaurant safety standards and guidelines.
Lead all financial areas including sales growth, cost management, and profit growth.
Have a good working knowledge of all equipment and efficiently takes care of preventative maintenance.

Prime Inc. (09/2010 – 03/2011) - Driver OTR
2740 N Mayfair Rd. Springfield, Missouri United States
Supervisor: Kyle Walk

Duties: Inspects truck before and after trips and submits report indicating truck condition. Read bill of lading to
determine assignment, Fastens chain or binders to secure load on trailer during transit. Loads or unloads, or assists in
loading and unloading truck. Works as member of two-person team driving tractor with sleeper bunk behind cab.
Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer. Obtains customer's signature or collects
payment for services. Inventories and inspects goods to be moved. Wraps goods using pads, packing paper, and
containers, and secures load to trailer wall using straps. Give directions, to help in packing and moving goods to trailer.
Drives tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver.

Classic Industries (04/2008 - 09/2010) - Cabinet Maker
16963 Oleander Lane. Lebanon, Missouri United States
Supervisor: Jason Prince

Duties: This is skilled work at the journeyman level in the fabrication and repair of furniture and cabinets. Methods of
performing tasks are usually left to the judgment of the employee with a supervisor available for assistance if needed.
An employee allocated to this class of work is responsible for the construction and maintenance of cabinets, tables,
shelves, desks, bookcases, bulletin boards, chairs, and other wooden equipment and fixtures. Work is inspected for
satisfactory compliance with instructions, although routine repairs and construction are usually made independently
without supervision or review. Builds and repairs all types of furniture including cabinets, tables, shelves, desks,
bookcases, bulletin boards, chairs, and other wooden equipment. Operate various types of machinery such as shapers,
ripsaw, joiner, planer, band saws, and related equipment, fabricate special wooden parts and components.

Giorgio's Pizza (03/2006 - 02/2009) - Manager

Lebanon, Missouri United States

Supervisor: Tom Sawyer

Duties: Giorgio's Pizza. Orchestrate recipe/menu development based on guest trends/preferences and seasonal considerations; sources vendors and negotiates inventory costs. Develop advertising strategies, layout, and design for print. Extensive profit/loss experience in standardization of portions and implementation of labor cost controls, documents end-of-month, daily and weekly transactions; prepare weekly payroll. Recognized for cultivating long term, stable staff with team-player philosophies; credited with increasing revenues 83% over two years by increasing customer base and average check. Created, developed and implemented all formalized operational systems and procedures including employee handbook, flow charts, forms, check-lists, driver and kitchen associate job descriptions and incentive programs. Configured server station charts to assure high degree of cost-efficient customer service; focused on customer problem-identification and resolution.

Action Agency (08/2000 - 01/2006) – Computer Technician

Holt Summit, Missouri United States

Supervisor: Tony Pitts

Duties: Assisted office personnel with hardware and software problems, provided troubleshooting on desktop and network issues to resolution. Perform maintenance of personal computers and peripheral equipment, identifying problems and providing appropriate solutions. Provided peripheral sales support, complete configuration of PC hardware, software, and peripherals, Installation and replacement of PC hardware and software, Removal of virus and spyware. Researched and solved problems on workstations and LAN, including IP resolution, cabling problems, and peripheral malfunctions. Set up new inventory system for hardware / software to track accountability, repairs and value of equipment. Configured, installed, & administered Network systems. Participate in field installations, and customer support. I performed in-house repair of computer systems and related equipment by removing and replacing components or reconfiguring and restoring systems. I performed software and mechanical upgrades, custom programs, apps, database, e-commerce and web sites.

Department of Corrections (08/1996 - 07/2000) - Correction Officer I

Jefferson City, Missouri United States

Supervisor: Mark Colbert

Duties: Correction Officer:

Guard inmates in penal institution in accordance with established policies, regulations, and procedures: Observes conduct and behavior of inmates to prevent disturbances and escapes. Inspect locks, window bars, grills, doors, and gates for tampering or forced entry. Search inmates and cells for contraband articles. Guard and directs inmates during work assignments. Patrols assigned areas for evidence of forbidden activities, infraction of rules, and unsatisfactory attitude or adjustment of prisoners. Observe and report inmate actions and questionable behavior to superiors. Employs and maintains a working knowledge of weapons and use of force to maintain discipline and order among prisoners, if necessary. Escort inmates to and from visiting room, medical office, and religious services; also guard entrance of the

institution to screen visitors. Prepare written reports of inmate disturbances, injuries, IOC (Inner Office Communication) Chronological Logs, Search Reports, Cell Change, Property Removal, Vehicle Mileage report sheets, Inmate Count Sheets, and Daily Inmate Work Reports. Guard prisoners in transit between jail, courtroom, prison, and/or other points. Would also work in the Round Gate/Armory where you would be responsible for logging in or logging out equipment and keys to the proper personal, Check to make sure people had the proper identification to enter and exit the institution. Equipment used: Hand Cuffs, 4 Point Restraints with Black Box, PR-24, Radio's, State Vehicles, Electronic Locks, Keys, Electronic Identifiers, and having knowledge of the institution's bar list of those who were not to have entry.

Out Door Recreation Karlsruhe Germany (04/1989 - 08/1992) - Recreation Assistant
Karlsruhe Germany,
Supervisor: Dan Malikowski

Duties: This was a summer hire position for students on summer break, I worked here for 3 summers. This position gave me skills such as the understanding of the recreation needs and interests of the community and the ability to meet such needs with innovative programs and services that promotes participation in healthy and enjoyable recreation experiences. Remarkable ability to plan, promote and evaluate recreation services for the community. I learned Strong leadership skills for a wide range of recreation activities and special events. I gained the ability to establish and maintain an effective working relationship with officials, staff, Citizen Action Committee, special interest groups, agencies, and individuals. Other duties were to assure that equipment and facilities are safely and properly prepared and maintained for use by program participants and staff. Arrange for broken and unsafe equipment and facilities to be repaired. I handled renting equipment, turn-in of equipment, checked to make sure all parts were accounted for, and inspected for damage. Collected Fees, Made Plaques and designed Plaques, Hats, T-Shirts, Coffee Mugs and performed general cleaning. I handled the In and Out Processing of Military Members. Issued tools, Sold merchandise, Assisted with Out Door Recreation special events such as camp-outs, ski trips, scuba instruction, and float trips.