

Pamela M. Matunas

610 Gilmore Drive Reynoldsburg, Ohio 43068 H: 614.856.9266

Professional Profile

Strong aptitude for all aspects of nationwide fleet operations including light – and medium – duty trucks, upfitting, ancillary equipment, and fuel purchasing practices.

Ability to function in a fast-paced environment accommodating all levels of corporate operations and management, with appreciation of confidential information.

Creative problem solver with ability to streamline processes and procedures that reduce costs, while building and maintaining positive relationships at local, regional, and national levels.

Computer literate.

Experience

Installed Building Products – Columbus, Ohio

2004 – Present

Sr. Fleet Specialist

- Responsible for USDOT
- Responsible for the specification, acquisition through disposals of vehicles and ancillary equipment.
- Maintain professional relationships with key suppliers and fleet management companies. Monitor market activities including supplier changes, program innovations, and new services/technologies
- Maintain accurate inventories of equipment and titles of a 1,600 vehicle fleet
- Responsible for post warranty recovery and assistance.
- Assist to resolve routine problems that arise in the normal course of fleet related issues Ex. (in titling, registrations, insurance, fuel, maintenance, transfers, sales, retirements)

Pilkington – Columbus, Ohio

1998- 2003

Fleet & Facilities Administrator

Responsible for the coordination of vehicle specification and acquisition through retirement process of approx. 650 vehicles throughout 102 branches within the United States.

- Assisted in the development of ergonomics windshield racks to reduce worker's compensation claims as well as increase windshield capacity per trip.
- Implemented and maintained a DOT program to meet all federal and state rules and regulations.

Automated Transaction Mgmt – Columbus, Ohio

1996-1998

Office Manager/Director of Technical Support

Responsible for daily office procedures, ATM technical support to external customers, programmed ATM machines for on site installation, coordinated out of state money replenishment with armored car service.

Columbia Recreation Assn – S. Zanesville, Ohio

1987-1996

Treasurer/Officer of Board of Trustees

Responsible for accounts payable, accounts receivable, financial reports, budgets, payroll, tax reporting, and compliance with local, state, and federal regulations.

Maysville Regional Water District – S. Zanesville, Ohio 1981-1994
Utility Billing Data Processor
Responsible for customer service, accounts payable, accounts receivable, collections,
maintenance of customer database.

Education

1978 – Graduate of Maysville High School – S. Zanesville, Ohio
2006 – Associates of Science Degree in Business Mgmt - Norcross, GA
2002 – USDOT Motor Carrier Safety Regulations for Drivers/Vehicles Certification

Other

12 Year member of (NAFA) Fleet Management Association
Notary of State of Ohio
VIP 2010 Women of the Year – National Association of Professional Woman

Professional References

Eric Raich – General Motors - 216.337.0219
Chris Carter – Farrell Auto – 864.809.6857
Mike Prince – Unisul – 800.237.7841