

ENGINEERING TECHNOLOGIST

Summary

To obtain a position within an organization that utilizes my skill set to continuously add value and achieve best-in-class results Skills Profile More than 10 years of successful experience in data analyzing, administrative and customer service roles with recognized strengths in account maintenance, problem-solving, thoroughness and extreme attention to detail Efficient in self-motivating, prioritizing, multitasking, meeting deadlines and working in independent capacity or as part of a team Proficient in Microsoft Office programs, OpenWells, Spotfire, SAP, Concur, QuickBooks and Adobe Ability to train, motivate and supervise while also being able to delegate to appropriate support roles in a professional and constructive manner Keen on picking up on new experiences and learning quickly from others about the demands of the job Skilled at analyzing and assessing data while then presenting it in an efficient and conclusive manner Excellent coordinating skills, ranging from event planning logistics coordinating and managing correspondences

Experience

Engineering Technologist Dec 2016 to Current

Company Name i/4 City , State

Sr Administrative Assistant/Technologist Jun 2014 to Dec 2016

Company Name i/4 City , State

Assistant Office Manager Mar 2010 to Dec 2010

Company Name i/4 City , State

- Managed Sales team as well as Dispatch Team Knowledgeable of the many forms of transportation procedures Responsible for training new employees, supervising and scheduling, along with delegating tasks Main focus was to build and maintain good relationships with customers and carriers to ensure prosperous business.

Dispatch Assistant Sep 2007 to Jan 2010

Company Name i/4 City , State

- Job included data entry, scheduling, dispatching, updating websites, phone screening and effective communication with colleagues, customers and drivers Enable enhancement of communication in multiple forms, on top of time management Utilized computer programs such as Outlook, Word, Excel, Publisher, PeopleNet and FreightLink.

Bartender Mar 2006 to Oct 2009

Company Name i/4 City , State

- Primary focus geared towards quick and efficient mixology and customer service to the bar patrons Managed the bar alone, focusing on maintaining a good atmosphere Handled cash and credit card sales, along with doing closeouts at the end of each shift Other duties involved placing orders, checking inventory and bar upkeep.

Education and Training

Bachelor of Science , Sociology Business Management December 2006 Purdue University i/4 City , State Sociology Business Management 4

Softball Scholar, Dean's List recipient

Interests

Volunteered in Kenya for Simiyu House organization Volunteered in Peru for the Peruvian Hearts program

Skills

credit, customer service, data entry, dispatching, drivers, focus, forms, inventory, Excel, Outlook, Publisher, Word, quick, Sales, scheduling, supervising, phone, time management, transportation, websites

Additional Information

- Activities Volunteered in Kenya for Simiyu House organization Volunteered in Peru for the Peruvian Hearts program