

# Jeremy Hoffman

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*NMM  
maintained  
7/7*

Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## Work Experience

### **CSR/Dispatcher**

CRC, Inc. - Austin, MN  
December 2017 to Present

### **Quality Control/Quality Assurance Director**

Perfection Packaging - Mankato, MN  
July 2016 to March 2017

- Inventory Procurement
- Production Planning
- Developed Food Safety Program
- Created Inventory Tracking System

### **Business Development Manager**

E&R Maintenance - Mankato, MN  
January 2015 to July 2016

- Created administrative department for growing small business
- Developed SOP's and Employee Handbook
- Created budgeting practices to improve financial and strategic planning
- Advised ownership on strategic decisionmaking situations
- Oversaw Human Resource issues and policymaking to comply with local/federal laws/regulations

### **Perishable Manager/Marketing Coordinator**

Hy-Vee, Inc. - Mankato, MN  
January 2008 to September 2014

- Review quarterly/yearly revenue and profit projections with department managers
- Monitor inventory procurement, supply-chain tracking, and pricing
- Negotiate pricing with vendors/suppliers
- Maintained social media accounts
- Planned and executed digital ad campaign strategies
- Designed local print ad campaigns
- Organized First Annual IronKids Triathlon for Mankato, MN
- Oversaw planning and operations of Hy-Vee Food Court at Minnesota Vikings Training Camp

Full results: [Expert](#)

### **Business math — Highly Proficient**

May 2021

Using basic math to solve problems in a business context

Full results: [Highly Proficient](#)

### **Filing & organization — Expert**

May 2021

Arranging and managing information or materials using a set of rules

Full results: [Expert](#)

### **Supervisory skills: Interpersonal skills — Highly Proficient**

May 2021

Fostering a collaborative environment and conducting difficult conversations

Full results: [Highly Proficient](#)

### **Creating presentations with Microsoft PowerPoint — Highly Proficient**

May 2021

Knowledge of Microsoft PowerPoint tools and features

Full results: [Highly Proficient](#)

### **Typing — Expert**

May 2021

Transcribing text using a standard keyboard

Full results: [Expert](#)

### **Working with MS Word documents — Expert**

May 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Expert](#)

### **Business analyst — Highly Proficient**

May 2021

Analyzing information to solve business problems

Full results: [Highly Proficient](#)

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