

Jeff Ducey

128 Eastowne Drive - Ottawa, OH 45875

jeff_ducey@yahoo.com - 419-615-7173

WORK EXPERIENCE

Job Developer

Allen County Board of Developmental Disabilities - Lima, OH - October 2004 to Present

Responsibilities

Main focus was to contact various employers to help individuals with disabilities be able to obtain jobs in the community.

Completed reports necessary for billing to Ohio Dept. of Rehabilitation Services.

Helped train, and prepare individuals for interviews.

Act as a mentor to new staff

Accomplishments

Average billing increased over 300% during my employment.

Increased number of contracts 5X with various employers.

Skills Used

Great communicator while speaking with employers or individuals.

Able to close the deal when explaining the individual's work skills to the employer.

Ability to increase sales and profitability for the company.

Complete paperwork necessary in a timely fashion.

Warehouse Clerk

Lowe's Distribution Center - Findlay, OH - January 2002 to October 2004

Responsibilities

Responsible for the inputting of data into the Inventory Management System.

Receive product into facility and accurately use RF system to monitor inventory placement.

Safely operate various warehouse power vehicle equipment.

Prepare reports that accurately reflect shipping invoices.

Accomplishments

Helped maintain distribution facility as a leader in company for on-time shipments.

Helped ramp up facility from 60 stores served, to over 100 stores served.

Increased productivity of receiving items and their accurate placement into IMS.

Skills Used

Time management skills.

Team-building and effective communication skills.

Ability to multi-task job duties as needs changed on a weekly, daily, and hourly basis.

Safe operation of fork lifts, squeeze trucks, tuggers, and other powered warehouse equipment.

General Manager

Car-E-It Party Shop - Ottawa, OH - March 1991 to October 2004

Responsibilities

Responsible for the day to day operations of a multi-million dollar convenience store.
Conducted interviews, performance evaluations, and the direct hiring of employees.
Acted as the face of the company when addressing the public.
Responsible for all ordering, tracking, and inventory of product in the store.
Completed all necessary filings for state, federal, and local taxes.
Directed all necessary maintenance items that business required.

Accomplishments

Increased yearly sales from \$1.1 million in 1991 to \$2.3 million the year the business was sold.
Increased profitability and ROI for business by the same standards.
Kept this business as the #1 Lottery Retailer in Putnam Co. and #4 in the region.
Helped business become both Anheuser-Busch and Miller Lite's #1 account in their area.
Responsible for promoting/keeping business as leader in this entertainment segment..

Skills Used

Ability to communicate effectively with customers in a way that made them want to come back often.
Ability to manage a staff of 6 full-time and approximately 15 part-time employees.
Interact with vendors so as to communicate the needs of the business.
Entrepreneurial spirit when exploring different ways to increase or retain market share.

Assembly Line Team Leader

Whirlpool Corp. - Findlay, OH - September 1972 to March 1991

Responsible for the timely ordering of assembly items to the production line.
Account for and record all scrap product generated during shift.
Learn job tasks of over 100 different assembly line positions.
Operate lift trucks to deliver product to assembly areas as needed.
Efficiently operate E-Coat paint system that prepared parts for assembly.
Responsible for operation of powder-coating machine to coat various parts.

Ability to interact in a courteous manner with over 100 employees on a daily basis.
Ability to prioritize and anticipate when product would be needed at the different areas.
Ability to multi-task in a continuously fast-paced manufacturing environment.

EDUCATION

HS diploma in College Prep

Ottawa-Glandorf High School - Ottawa, OH
1968 to 1972

SKILLS

Effective communicator, Ability to lead and manage employees, Entrepreneurial spirit, Effective computer skills, Ability to interact in a wide range of work environments, Safely operate various warehousing equipment in an efficient manner.