

Bradley Dunlay

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Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Education

University of Northern Iowa: Graduation May 2012

Major: B.A. in Marketing

Work Experience

VGM Fulfillment

October 2011-Present

Title: *Shift Supervisor*, August 2013-Present

- Monitoring work production on the order picking area
- Respond to the questions and requests of our customer service reps
- Give tours and interview potential new employees

Title: *Warehouse Staff*, October 2011- August 2013

- Pick CPAP resupply orders received from DME companies
- Sent out 3PL consignment return request forms to manufacturers for approval
- Moved returned merchandise back into warehouse through .SX enterprise

Pioneer Hi-Bred

Summer 2008-2011

Title: *Warehouse Returns*

- Sorted and counted returned seed corn brought from dealers
- Rearranged warehouses, by forklift, moving corn in/out of cold storage
- Took samples of different hybrids of corn for testing in Johnston

Ames Laboratory

Feb. 2009- May 2009

Title: *Office Assistant*

- Filled out purchase requisitions
- Sorting and filing of paperwork
- Delivered mail throughout building

Skills & Accomplishments

- Knowledgeable with Office applications (Excel, Word, PowerPoint, Outlook)
- Completion of the UNIBusiness Professional Readiness Program
- Cumulative GPA: 3.130

Volunteerism

- VGM's Heartland Conference 2013

*References: Available upon request