

Michael Perlowski

Broomfield, CO

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Driven professional seeking position utilizing skill set in challenging but rewarding position. Enthusiastic hard worker, looking to use customer service and communication skills in a position that will add value to the company. Tech-savvy critical thinker, committed to personal, professional, and company goals. Passionate about field of work. Able to multitask while maintaining professional attitude.

WORK EXPERIENCE

Service Coordinator

Chiller Systems Service - Lakewood, CO - August 2014 to January 2015

Responsibilities

Worked with technicians and customers to coordinate service and meet expectations of deadlines for work.

Accomplishments

I was able to bring all of the backlog work up to date and current as per contracts made with the customers.

North Border Crossing Specialist

A.N. Deringer - Champlain, NY - July 2013 to June 2014

Work with clients to provide customs brokerage and freight forwarding along the northern boarder

Electronics Team Member

Target - Plattsburgh, NY - November 2011 to May 2013

Worked with customers and informed them on electronic products

* Helped facilitate sales

Barista & Trainer

Starbucks - Plattsburgh, NY - March 2011 to May 2013

Served coffee drinks

* Responsible for looking after store

* Performed opening and closing tasks

* Trained new baristas

Web Development Intern

Haute - Peoria, IL - May 2010 to September 2010

Promoted and raised awareness of Haute on the web using social media and other outlets

Purchasing Intern

Siemens - Buffalo Grove, IL - May 2008 to August 2008

Assisted in follow through of unpaid invoices and fixed discrepancies within SAP system

EDUCATION

Bachelor of Science in Business Management and Administration

Bradley University - Peoria, IL

2011

ADDITIONAL INFORMATION

Areas of Expertise

- * PC and OSX operating systems
- * Microsoft Office Suite
- * SAP; Internet; Kewill Imaging
- * Jonas Construction Management software

- * Supply Chain Management
- * Purchasing
- * Social Media

- * Time Management
- * Multi-tasking
- * Sales