

Aaron M. Bennett

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7517 Back Stretch Dr.
Wellington, CO 80549

EMPLOYMENT **Logistics Coordinator & Imports Specialist**
JBS USA – Imports, Fed Beef

January 2021 – Dec 2022

- Process all imported federal frozen beef contracts, monthly balance of \$35,000,000
- Arrange logistical deliveries from port to customer via land & air, verification of foreign COAs
- Responsible for daily crisis-management and rescheduling shipments
- Negotiate transport or logistics rates with carriers/brokers

Administrative Assistant II
Colorado State University – COB, CIS Department

October 2015 – Dec 2021

- Process pCard transactions, travel and refunds. Accounts balanced upwards of \$500,000 to \$3,000,000
- Proficient in Microsoft Office Suite – Excel, Word, PowerPoint, Access
- Active role in search committee and advisory board for the CIS department
- Travel reimbursements and various administrative support duties
- Manage course and professor evaluations
- Proctor and grade support for professors

Student Manager
Colorado State University - Bookstore

Nov 2013 – Oct 2015

- Managed bookstore accounts receivable and charge backs
- Trainer of MBS Point of Sales System
- Oversaw student-based teams to ensure goals for activations, profitability, and customer service are met
- Processed and managed all online orders; merchandise and book sales
- Managed special orders for athletes, scholarships, RDS, and veterans
- Train, lead, support and assist new employees to ensure quality customer service

Supervisor's Assistant
Integrated Technologies 21 – HWA Wildlife

Summers 2004 – 2014

- Land and agriculture plotting, data collecting and analysis for environmental conservation
- Assisted in biological surveys and assessments of varying habitats, special status wildlife including gray wolf, mountain plover, and multiple terrestrial invasive plants
- Responsible for taking a weekly inventory, re-stocking, and organizing supplies along with other general administrative duties
- Proficient in Adobe Creative Cloud – Acrobat Pro, Photoshop and Illustrator

EDUCATION **Colorado State University – Undergraduate, December 2020**

Business Administration with Certificate in Marketing & Finance

Activities: Chris Williams Foundation. Big Brothers, Big Sisters. Real Estate Club, Marketing Club

Front Range Community College – Associates 2013

Anatomy & Physiology 3.9 GPA

Activities: Cadaver lab dissection assistant for last two semesters. Sports Medicine lab participant

REFERENCES **Dr. Christopher Zaleski– Front Range Bioscience**

VP of Operations & Scientific Consultant – 308-289-7471

Dr. Jon Clark – Colorado State University

Chairman & Professor CIS – 970-491-1618

Charlie Beasley – JBS USA

Imports Logistics Manager – 210-219-3591