

Adam Olson

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Administrative Professional with over seven years' experience in purposeful project management. Strong planning and organizational skills, highly competent and dependable, as well as being confident working under pressure to meet deadlines. Exceptional leadership skills with the ability to build the trust of others with integrity, while consistently meeting, and exceeding targeted goals.

Work Experience

Shipping, Warehouse, Receiving, Manufacturing, Planning, RMA Technician, Spectra

Logic - Boulder, CO

February 2012 to Present

I Started in shipping, making boxes, filling orders and prepping orders for transport. Moved to the warehouse, where I was responsible for putting Raw material away, as well as processing stock orders for the manufacturing floor. I then moved to Receiving, where my duties were to briefly inspect and receive raw materials used in the manufacturing process. Other responsibilities included preparing return items to be returned to vendor. Collaborating with engineers for receipt of prototype or special-order items, as well as distribution of an assortment of other parcels. I then moved on to Frame Build, a part of Manufacturing. Responsibilities included the construction of the frames of various data storage machines, including the T Fin, Drive Expansion, Media Expansion, as well as Left and Right Service Bays. Here I learned to build all the BOA's, the T-200, T380, and the T680. Other responsibilities and areas trained in Manufacturing, are construction of the T120. I moved to the Planning Department and I was responsible for inventory control. I created daily cycle count sheets, maintained multiple warehouses within Spectra with accurate reporting of available raw material for production. My current position is RMA Technician. Responsibilities include receiving items needing to be repaired, including Tape drives, Media, Transporters, Displays, and various assemblies used in our machines. Other responsibilities include generating Shop Floor Orders for the repair of these items and delivery to proper repair stations on the manufacturing floor.

General Manager

PJ O'Reilly's - Charlotte, NC

April 2009 to February 2012

Aided in the Up fit and start, of a new, upscale Irish sports bar and restaurant, whose Food and Beverage sales exceeded One million dollars in the first year. Responsibilities included planning, scheduling and supervision of employees in addition to maintaining records of production rates, inventory, and ordering from a multitude of Food and Liquor vendors.

Project Manager

Nu-South Builders - Charlotte, NC

May 2004 to April 2009

Specializing in custom residential construction, duties included knowledge of building codes, and safety code compliance to obtain permits needed to further the building process, on as many as thirty projects under construction at one time, accountable for material acquisition and management, planning, scheduled inspections, and obtaining required certificates for sale for projects.

Assistant Parts Manager

Littleton Infiniti - Littleton, CO

September 2002 to January 2004

In charge of day-to-day operations for dealership parts department for Infiniti automotive. Duties include running periodic inventory reports, making daily orders, along with special orders for customers and the dealership's service department.

Education

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University of Colorado at Boulder

January 2001 to December 2004

Skills

- Exceptional interpersonal and communications skills, using a hands-on style of leadership with an ability to build and develop client relationships. Knowledgeable in Word, reading blueprints, and strict attention to codes and compliances.
- Warehouse experience
- Warehouse distribution
- Inventory control
- RF scanner
- Materials handling
- Order fulfillment
- Shipping & receiving
- Data entry
- Customer service
- Order entry
- Warehouse management
- Computer skills
- Organizational skills
- Driving
- Truck driving
- Customer service
- Order fulfillment
- Warehouse management
- Order entry
- Construction

- Manufacturing
- Blueprint reading
- Forklift
- Warehouse experience
- Dealership experience
- English
- Courier
- Slack
- Delivery driver experience
- Windows
- Supervising experience
- Project management

Certifications and Licenses

Driver's License

Non-CDL Class C