

Adam Nagele

Logistics

Plymouth, MN 55446

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(507) 202-6396

Work Experience

Office Cleaning - Owner

AJN Enterprise - Plymouth, MN

January 2019 to Present

Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)

Performing and documenting routine inspection and maintenance activities

Carry out heavy cleaning tasks and special projects.

Logistics Coordinator

Dixie Electric - Maple Plain, MN

February 2018 to Present

Confer with businesses by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.

Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.

Store Manager

GNC - Maple Grove, MN

April 2014 to January 2018

Responsible for daily operation of the store and assume responsibility for the store - Sell merchandise to customers by following prescribed selling methods - Responsible for the implementation of all appropriate

merchandising information in an accurate and timely manner -Responsible for daily store cleaning and ensuring a good store environment - Receive, check, andshelve all merchandise orders received from vendors - Mid-day marketing activities like passing out fliers, etc. - Perform all register operations - Organize all paperwork - Keep up to date planograms for store- Employee scheduling.

Education

Bachelor's in Human biology-minor in Chemistry

Minnesota State University-Mankato - Mankato, MN

May 2012

Diploma in Gen Ed

Southland High School - Adams, MN

September 2000 to May 2003

Skills

MULTITASKING, PROBLEM-SOLVING, Customer Service, Team Member, Logistics

Additional Information

*Communication*Multitasking*Prioritizing*Organization*Technical skills*Interpersonalskills*Initiative and problem-solving abilities*Dependability