

# Jason Armstrong

11420 Destination Drive, Unit 312  
Broomfield, Colorado 80021

T 515-771-2493

jasonarmstrong10@msn.com

## OBJECTIVE

Seeking a position in which my skills and background can be used for mutual benefit.

## EXPERIENCE

### **Logistics Handler, Nordstrom; Broomfield, CO July 2013 to Present**

Organize workflow in the mailroom to complete tasks in a timely manner, help with processing shipments as needed, and responsible for fulfilling web orders.

### **Incoming Document Processor, Principal Financial Group; Des Moines, IA October 2012 - May 2013**

Scanned and indexed life insurance applications, completed check deposits for new business, and responsible for accomplishing monthly goals.

### **Barista, Twisted Bean Coffee Company, Des Moines, IA April 2011 - June 2012**

Prepared coffee beverages for customers, organized workflow to accomplish tasks in a timely manner, responsible for cash handling, and provided excellent customer service.

### **Contractor, Midwest Professional Staffing; Clive, IA February 2009 - September 2010**

Processed new business applications for Aviva Insurance. On my second assignment I imaged and installed new computers for West Des Moines Schools.

### **Material Handler, FedEx Express; Des Moines, IA February 2008 - February 2009**

Assisted team members to load and unload packages, helped direct the work flow of my team members, and coordinated daily tasks to get the job done in a timely manner.

### **Assistant Store Manager, Vitamin World; West Des Moines, IA November 2006 - February 2008**

Administered daily managerial duties, trained new employees, educated customers on our products, developed marketing techniques to attract new customers.

## SKILLS

Keyboarding 40 words-per-minute, data entry, mail sorting, document scanning and indexing, organizational, time management, and proficient in using Microsoft Word, Excel, and PowerPoint.