

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri
 Office Number: 507-923-4955
 Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Bye, Robin Date: 09/11/2018
 Address: (Street Address) 50949 180th Avenue (Apt. /Unit #) _____
 (City) West Concord (State) MA (ZIP Code) 55985
 Phone: 507-273-5461 Email: ryb21162@gmail.com
 Social Security No. 4716-816-1270 Date Available: 10-1-2018
 Position Applied for: Administrative Desired Salary: _____
 Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time Part-Time
 Are you authorized to work in the U.S.? Yes No
 How did you hear about us? zip register Referral Name: _____
 If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? No Yes

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree
High School	<u>Peace Island HS</u>	<u>Peace Island, MI</u>	<u>12</u>	<u>General</u>
College				
Bus. Or Trade School				
Professional School				

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Previous Employment

Company: Frederickson Trucking Phone: _____
Address: 9 3rd Ave SW Dodge Center Supervisor: _____
Job Title: Dispatcher Starting Salary: \$ 14.00 Ending Salary: \$ 16.75
Responsibilities: Dispatch, data entry, Customer Service
From: 03/17 To: present Reason for Leaving: still employed
May we contact your previous supervisor for reference? Yes No

Company: Manpower - IBM Account Phone: _____
Address: 3605 Hwy 52 N Rochester Supervisor: Tom Nettling
Job Title: SW License Admin Starting Salary: \$ 10.00 Ending Salary: \$ 15.00
Responsibilities: SW License, data entry, procurement, customer service
From: 08/01 To: 12/16 Reason for Leaving: laid off
May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for reference? Yes No

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: [Handwritten Signature] Date: 09/11/2018

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

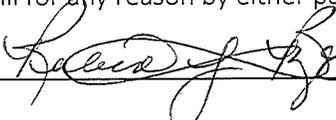
I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant  Date: 09/11/2018

Robin Bye

56949 180th Ave, West Concord, MN 55985
Cell: 507-273-5461 – rjb21162@hotmail.com

Summary

I am an administrative professional with over ten years of experience handling tasks related to product databases, inventory control and customer service. My current position in logistics with Freerksen Trucking involves me in the dispatching of drivers, data entry of load retention and customer service to the receivers. I work on a daily basis with people from across the United States. My employment at IBM was in a position of Software License Administrator. In that position I was responsible for procuring software licenses for employees and ensuring proper use. During that role I handled product databases, order processing, order tracking, client and vendor communications, delivery assurance and monitored proper usage of procured items within legal restrictions. I have developed solid communication skills both written and verbally. I am tech-savvy and proficient with the MS office applications. I have the ability to learn new systems quickly and my background allows me to understand product procurement and delivery operations. I am available to interview immediately.

Highlights

- General Clerical and Administrative tasks
- Microsoft Office proficiency
- Lotus Notes
- Meeting Scheduling
- Calendaring, Filing
- Verbal, Written and Email Correspondence
- Training of new hires within our team at IBM
- Database use
- Self-directed, able to multi task
- Computer-savvy
- Customer service via phone, email, instant messaging, web meetings
- Office equipment proficiency including copying, scanning, faxing and multi-line phone systems
- Direct working relationship with Procurement team members as well as Contract Administrators, Sourcing Specialists and Legal advisors
- Working relationship with suppliers and vendors
- One on one working relationship with our department representatives and customers
- Order Processing
- License agreements
- Tracking and Inventory reuse database management, electronic database and hard copy

Employment

March 2017 – Present

Freerksen Trucking, Dodge Center, MN

August 2004 – December 2016

Manpower – IBM Account Rochester Site

Accomplishments

Promoted to Team Lead position after four years of employment with IBM.

Blue Thanks Award for customer service from IBM.

Received a merit raise for strong attention to detail, exemplary customer service and team-player attitude through Manpower.

Education

High School Diploma: Generals 1980
Pine Island High School – Pine Island, MN 55963

References

Cindy Collins IBM STG SW License Acquisitions & Project Management 10829 Cedar Beach Dr NW Oronoco, MN 55960	Co-Worker - Former 507-696-9779	IBM
Matt Brown Head Auto Mechanic 17674 585 th Street Dodge Center MN 55927	Co-Worker 507-259-9660	Freerksen Trucking
Daniel Humphreys Driver New Eagle PA 15067	Co-Worker 724-797-2302	Freerksen Trucking
Kay Strouf 1827 18 th St NW	Previous Manager	Retired - IBM

Rochester, MN 55901

507-282-8325

Jude Brogan
8406 110th Ave NW
Pine Island, MN 55963

Personal Friend
507-261-9455

Mayo Clinic

