

Jacob McCown

Objective: My personal objective is to continue to grow and develop my professional skills in a positive environment. My professional objective

5414 S Datura St, Littleton, CO 80120

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is obtaining a career involving local public service with long term potential and advancement opportunities.

SKILLS AND KNOWLEDGE

- Customer service: track record of working in a professional, courteous and cooperative manner
- Dependability: demonstrated ability to work on time and adhere to work schedule
- Endurance: committed to seeing a task to completion
- Problem Solving: ability to think and act quickly to resolve problems while multitasking
- Work Ethic: hard working, accepts new challenges, eager to learn

PROFESSIONAL EXPERIENCE

MATERIAL HANDLER/LOGISTICS

2018-2020

Englewood, CO

- Receive and Organize all incoming materials.
- Manage, maintain and checkout material.
- Forklift operations.
- Deliver finished products to job sites.
- Pick up materials from distributors.

Assistant General Manager, Noodles, and Company

2017-2018

Littleton, CO

- Oversaw daily operations: open/close store, daily food prep.
- Managed Staff; hiring/training new employees, scheduling.
- Inventory Control; weekly food orders, weekly/monthly inventory evaluations
- Human Resources; main point of contact for employee relations as well as customer service concerns

Sales Associate, G Force Power Sports

2015-2017

Lakewood, CO

- Sales of parts and accessories
- Accessorize new machines for customers

Store Manager, Dairy Queen

2000-2014

Naperville, IL

- Oversaw daily operations: open/close store, daily food prep, customer service as well as preparing store for seasonal closure
- Managed Staff; hiring/training new employees, scheduling, payroll
- Inventory Control; weekly food orders, weekly/monthly inventory evaluations
- Human Resources; main point of contact for employee relations as well as customer service concerns

Store Manager, Uncle Pete's Pizza (Seasonal)

2000-2014

Naperville, IL

- Responsible for daily operations; open/close store, food prep, cooking, properly routing delivery drivers
- In charge of training all new employees
- Coordinate weekly inventory with weekly food orders
- Customer Service
- Responsible for cash handling (balancing drawer daily, driver checkouts, bank deposits)

Administrative Assistant, Kathleen Vaught, PC

1998-2000

Wheaton, IL

- Maintained quality line communication between client/attorney
- Collected and entered data for bankruptcy cases
- Coordinated court appearances/managed court filings
- Managed office inventory/supply ordering

EDUCATION

College of DuPage

1998-2000

Glen Ellyn, IL

- General Studies (degree not received)

REFERENCES

Bill Nichols – General Manager Noodles & Co

Employer/Friend	(303) 594-2282	26 years
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Jay Becker – Owner Uncle Pete’s Pizza

Employer/Friend	(630) 408-5111	26 years
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Robert Abraham – Owner Dairy Queen

Business Relationship/Employer years	(630) 745-0425	23
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