

# Jacob Staton

Wheat Ridge, CO 80033

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ME

## Work Experience

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### **Owner**

Tenth Man Group, Owner

January 2016 to Present

I own a small business working in communications; we provide radios and other communications equipment needed to keep teams connected in any environment.

- Shipping, Quoting, Invoicing, Problem Solving, Customer Service

### **Forklift Operator**

Phoenix Metals Phoenix Metals, - Middletown, OH

January 2020 to December 2021

At Phoenix Metals, I worked as a shift lead, forklift, and crane operator. As a team, we would load and unload 15-20 trucks a night, moving close to 2 million pounds of steel per shift.

- Forklift Operating
- Crane Operating
- Hazmat Material Handling

### **Midwest Ammunition, Operations Coordinator**

Midwest Ammunition

January 2018 to December 2020

As an Operations Coordinator my duties involved overseeing each department and ensuring all daily quotas were met, product was shipped, and raw materials were ordered and delivered.

- Shipping, Receiving and Ordering
- Leading Management Meetings
- Hazardous Material Management
- Precision Manufacturing
- Quality and Assurance

## Education

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Talawanda High School

2010 to 2014

## Skills

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- Shipping
- Heavy Equipment Operating
- Time Management
- Invoicing
- Conflict Resolution
- Receiving
- Office experience
- Office management
- Typing
- Phone etiquette
- Organizational skills
- Computer literacy
- Customer service
- Administrative experience
- Computer skills
- Bookkeeping
- Order entry

## Certifications and Licenses

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### **Driver's License**