

James Schostak

Northglenn, CO 80233

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Dependable Account Manager that works closely with other departments to see that projects and daily tasks are completed according to the client's expectations. Able to take on multiple roles within a company. Very proficient with computers and software programs. Highly relied upon to help others with various needs. Authorized to work in the US for any employer

WORK EXPERIENCE

Supply Chain Account Manager/IT Coordinator

5 Logistics - Denver, CO - 2016-01 - Present

Develop strong relations with clients to help them become successful in fulfilling their daily orders and tasks. Orders can range from small eCommerce shipments to full trucks loads shipping to just about everywhere. Involved in weekly meetings with the CEO and Operations Manager to discuss client trends and growth opportunities, and system development.

Responsibilities:

- Manage client orders
- Work with warehouse manager to ensure orders are being shipped on time
- Manage billing for any services performed
- Assist clients in meeting delivery deadlines
- Problem solving
- Data analysis
- Data entry
- Research inventory discrepancies
- Implement system improvements

Warehouse Administrator/RTV Associate

Paul's TV and Appliances - Placentia, CA - 2011-11 - 2015-09

Responsibilities:

- Schedules inbound deliveries and receive PO's
- Help stores correct inventory discrepancies by correcting transfers, tickets, etc.
- Log all defective and damaged products returned to the warehouse
- Obtain and process Return Material Authorizations for defective products or setup service calls per vendor agreements
- Ship back defective units to vendors once an RMA has been issued
- Work with vendors on ordering replacement parts for defective units
- Assist other departments to verify correct inventory quantities, provide proof of shipping by uploading scanned documents of deliveries
- Process outbound E-commerce orders and inspect inbound E-commerce returns and verify if the units are damaged/defective/good
- Answer phone calls for the warehouse
- Provide customer logs to our E-waste company for state verification

Parts Sales Manager

Autozone - Mission Viejo, CA - 2008-09 - 2012-01

Responsibilities:

- Work with store manager to discuss daily goals and objectives
- Create a pleasant experience for our customers
- Ensure inventory is correct and up to date by performing cycle counts
- File paperwork, place orders, and track orders for customers
- Set up cash drops and change orders with our bank
- Answer phone calls to verify stock, place orders, process sales

Assistant Manager

Spencer's - Laguna Hills, CA - 2005-07 - 2008-03

Responsibilities:

- Ensure that the goals for the store are aligned with the company's goals
- Motivate employees to increase sales and reach contest goals
- Complete plan-o-grams/tasks in a timely manner
- Verify correct cash amounts in drawers at beginning and end of shifts
- Perform daily bank deposits
- Participate in conference calls
- Run store in manager's absence

Host

Big Bear Mountain Resorts - Big Bear Lake, CA - 2004-11 - 2005-04

Responsibilities:

- Greet guests as they arrive and answer questions
- Set up events
- Issue vouchers for guests leaving early
- Assist other departments as needed

EDUCATION

BA in Business Administration General Management

California State University Fullerton - Fullerton, CA
2002 - 2010

SKILLS

Computer Skills: Microsoft Office (Word, Excel and Powerpoint), Windows 7 and 10, Microsoft AX Dynamics, Cargowise One, ShipStation, Shopify, Magento, BrightPearl, Organization Skills: Prioritizing Tasks, Planning ahead, Attention to detail