

Jason Maney

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WORK EXPERIENCE

AEROTEK STAFFING Brooklyn Park MN

Shipping Receiving Specialist January 2015 - Present

- Read orders to ascertain catalog numbers, sizes, colors, and quantities of merchandise.
- Obtain merchandise from bins or shelves.
- Compute prices of items or groups of items.
- Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
- Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.
- Mark stock items using identification tags, stamps, electric marking tools(RF GUN), or other labeling equipment.
- Receive and count stock items, and record data manually or using computer.
- Examine and inspect stock items for wear or defects, reporting any damage to supervisors.
- Responsible for unit supply clerk and soldiers under my command
- Forklift Certified, Order Picker forklift,
- Ship merchandise Domestic and International using U.P.S Worldship Fedex
- Responsible for all weapons and gear for combat ready soldiers
- responsible for return of all weapons and gear

EDUCATION

Minnesota School of Business Brooklyn Center MN

Completed coursework towards E-Commerce, Dec 2001

- Advanced Individual Training (A.I.T.) Fort Lee Virginia
- Quarter Master Training
- 92 Yankee Supply Clerk

ADDITIONAL SKILLS

- Promoted to rank E-4 (Specialist)
- Hazmat and OSHA knowledgeable

2917 Drew Ave. N Robbinsdale, MN 55422	(HOME) 763-522-6049 (CELL) 763-639-5531
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Jason A. Maney

Profile	“Highly motivated, customer-oriented and results focused Customer Service Professional, with excellent rapport-building, resourceful problem-solving and communication skills.”
Experience	<p>2005 Alternatives Brooklyn, MN Technical Assistant</p> <ul style="list-style-type: none"> ● Provided technical guidance and computer support, including troubleshooting and assisting in projects; aided in teaching students ages 9-19 computer literacy skills
	<p>2002-2003 Kelly Services Staffing Agency Customer Service Rep (Temporary Assignment) Eden Prairie, MN</p> <ul style="list-style-type: none"> ● GE Capital- Handled high volume inbound calls while simultaneously entering client information into database
	<p>Customer Service Rep (Temporary Assignment) Brooklyn Park, MN</p> <p>C N A Insurance- Handled Inbound calls regarding existing Worker’s Compensation claims; researched history and obtained records in order to resolve payment discrepancies; recorded all data utilizing Word, Excel and Rumba</p> <p>2000-2002 Blue Cross Edina, MN Customer Service Rep/ Receptionist</p> <ul style="list-style-type: none"> ● Handled inbound 15 line phone system regarding customer’s insurance plans and benefits; transferred calls and/or manually took messages; filed, faxed, and processed word documents
	<p>1998-2000 U. S. Army Unit Supply Specialist, 92Y PMOS, SMOS 88M, TMOS 57E</p> <ul style="list-style-type: none"> ● Lead 229th Field Service Company ● Performed Inventory Checks and ordered all company vehicles and supplies; typed mandatory weapons cards; processed soldier order fulfillments
Education	<p>2002-2003 Minnesota School of Business Brooklyn Center, MN</p> <ul style="list-style-type: none"> ● Associate of Arts in E-Commerce (Web Design)
Interests & Activities	Volunteer at Chicago 1998 Special Olympics, participant in 1997 Aids

Walk Marathon, practitioner of Jiu-Jitsu - Judo