

Jeremy Finkle

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Authorized to work in the US for any employer

Work Experience

Rep coordinator lead

Zephyr Graf-X - Loveland, CO

June 2022 to Present

Make sure the reps and the warehouse have all the info they need and enter orders for the rep to be worked in the warehouse.

Supervise 11 rep coordinators and make sure they are in contact with there reps.

Warehouse Supervisor

Zephyr Graf-X - Loveland, CO

June 2021 to June 2022

Helped manage the warehouse and make sure jobs were completed and shipped out.

Ordered supplies for the warehouse so that we could fulfill orders.

Was in charge of a crew of 7 people and did the time cards and reviews.

Had to move to new position because warehouse was moved to minnesota

Orders coordinator

Zephyr Graf-X - Loveland, CO

January 2020 to June 2021

Print orders and fill in the gaps if there were notes on the orders for Warehouse employees to pick and pack.

Process orders to create invoices for customers.

Knowledge of Zephyr Graf-X zWorks and Everest programs (Microsoft Access)

Wrote up a few work instructions on processes for Orders Coordinators position. Knowledge of DC Clerk and Shipping positions

Technical Engineer II

TJX - Fort Collins, CO

July 2017 to November 2019

and Cheyenne, WY

- Work with various Vendors to get a new Retail store open and setup with equipment
- Configured Retail store equipment ie. Computers, servers, switches and Registers.
- Wrote up work instructions so outside Vendors could configure and ship to store
- Tested the equipment after it got to the Retail stores to make sure the store could open by the GO date

Retail Help Desk Technician

Sierra Trading Post - Fort Collins, CO

May 2016 to July 2017

and Cheyenne, WY

- Troubleshoot issues over the phone or in person in the Retail Stores with store employees
- Configure and setup retail store equipment, Registers, Office computers and other peripherals.
- Worked with Cisco phone systems and configured them
- Configured and setup servers and switches

Retail Operations Supervisor

Sierra Trading Post - Fort Collins, CO

September 2014 to May 2016

Trained employees to do specific jobs in Operations department

- Set up Operations department for store opening
- Responsible for supervising 10 employee
- Responsible for opening and closing the retail store
- Responsible for placing supply orders

Traveled to other stores to train employees on OMS system and setup Operations Department.

Retail Supervisor

Sierra Trading Post - Cheyenne, WY

November 2006 to September 2014

Responsible for opening and closing the retail store

- Responsible for counting cash drawers
- Supervised retail employees and assisted with customer transactions
- Responsible for writing employee evaluations
- Managed employee scheduling
- Handle customer issues with in the store
- Organized and managed Shoe, Gear, and Operations departments within the retail store
- Assisted with Littleton and Fort Collins merchandise set up
- Set up Operations departments in Littleton and Fort Collins stores
- Assisted with hiring process for Fort Collins Store

Retail Associate

Sierra Trading Post - Cheyenne, WY

October 2005 to November 2006

Assisted customers with purchases and returns

- Kept assigned department clean and organized
- Restocked departments with incoming inventory
- Responsible for the customer pick up counter on a regular basis

Accessories/Delivery Manager

Earnhardt's AutoPlex - Phoenix, AZ

January 2000 to July 2005

Assisted customers with accessory purchases

- Instructed customers on use of purchased accessories and vehicle features
- Delivered purchased vehicles to customers
- Delivered and exchanged vehicles with dealerships state wide
- Arranged appointments with accessory dealers to outfit vehicles

Education

McClintock High School - Tempe, AZ
1998 to 2000

Mesa Community College - Mesa, AZ

Associates of Arts in Information Technology

University of Phoenix

Skills

- Leadership and Teambuilding
- Extensive Knowledge of POS
- Organization, Prioritizing
- Knowledge of Employee Review Process
- Articulate Oral and Written Communication
- Superior Interpersonal Skills
- Knowledge of Employee Scheduling
- Self-Motivated and Enthusiastic
- Knowledge of Microsoft Office Programs
- Able to multi-task
- Forklift
- Communication skills
- Computer literacy

Certifications and Licenses

Driver's License