

# Jeremy Jones

Boulder, CO 80303

[jeremyjones7942\\_2e5@indeedemail.com](mailto:jeremyjones7942_2e5@indeedemail.com)

+1 303 960 0282

Authorized to work in the US for any employer

## Work Experience

---

### **Outbound Logistics Coordinator**

Sea to Summit - Boulder, CO

March 2019 to February 2020

In charge of weekly Key Account processing for example REI, LL Bean, Bass Pro, and Dicks Sporting Goods. Generating necessary ASN's through EDI or SPS then creating appropriate BOL's, picking/shipping labels while ensuring all orders were picked, packed and shipped within established Vendor Guidelines.

- Perform daily briefing with supervisors and warehouse team to ensure Key Accounts are prioritized accordingly each week and to advise the team of any changes to ship schedules.
- Coordinated with Purolator to expedite documentation and ensure timely delivery of weekly international Canadian shipments via LTL and FTL.
- Participated in monthly cycle counting for warehouse to ensure accountability of inventory.
- Work under intense pressure to meet shipping deadlines adhering to strict ship windows per each individual Key Account using various booking/routing portals.
- Coordinate with Shipping and Inventory Managers to ensure Key Account orders are picked and packed within ship windows.

### **Warehouse and Wholesale Account Manager**

Hemp Health, LLc - Boulder, CO

February 2018 to March 2019

Ensure all incoming/out going purchase orders and their accompanying paperwork is processed in a timely manner.

- Maintain all paperwork and procedures relative to inventory control.
- Perform weekly and monthly inventory counts performing any reconciliation processes as needed.
- Managed existing and new wholesale accounts creating individual invoices as orders are placed.
- Packed and shipped all wholesale and online orders.

### **Assistant Logistics Coordinator**

Evol Foods - Boulder, CO

January 2013 to December 2017

Gathered, logged, and monitored all inbound receiving data.

- Enter previous day's production data into QuickBooks to reflect actual inventory on hand.
- Process multiple shipments in excess of 20,000 lbs. daily.
- Prepared weekly and monthly reports using QuickBooks and Excel.
- Received all raw materials and products ensuring condition, quantities, and temperatures fall within USDA and FDA regulations.
- Trained warehouse employees on proper material handling, storage, and distribution.

- Unloaded cargo from trailers using forklifts, hand trucks, and pallet jacks.

### **Office Manager & Sextant**

Unitarian Universalist Church of Boulder - Boulder, CO

August 2010 to October 2012

Prepare materials for Congregational meetings, forums, or events as needed. File electronic and hard copies of the meeting minutes, annual reports and budgets.

- Receive and log all invoices and funds in Excel and providing that data to the bookkeeper and treasurer on a monthly basis.
- Respond to rental inquiries and show the facility to potential renters. Completing any short rental agreements and coordinating with the Administration Committee in regards to long term rental agreements.
- Manage and update the online church calendar by coordinating requests for facility space for church functions, committee meetings, and renters.
- Update membership and visitor information in the Church database (Church Pro).
- Maintain and manage membership directory on State and National level.

### **Various Administrative & Data Entry Positions**

Apple One Employment Services - Boulder, CO

January 2008 to August 2010

Coordinate and perform a range of operational support activities for the office; serve as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems.

- Provide administrative/front desk support for the department/division such as answering multi-line phone systems, assisting clients, resolving and referring a range of administrative inquiries from clients.
- Operate personal computers to compose and edit correspondence and memoranda from dictation, verbal direction, and from knowledge of established department policies; prepare, transcribe, compose, type, edit, and distribute agendas and minutes of meetings attended.

### **Lead Administrative Assistant**

Salvation Army ARC - Denver, CO

May 2007 to December 2007

Organized office activities, maintained supplies, and prepared direct mailings and correspondence with outside clients.

- Document management support for Administrators in the areas of daily, weekly, and monthly operational statistical reports.
- Assist Resident Manager with weekly scheduling and new intake assignments.
- Answer and direct all incoming calls on multi-lined system while following all legal guidelines regarding confidentiality and privacy.

### **Job Cost Analyst**

Eagle One - Longmont, CO

January 2007 to May 2007

Gather and prepare materials and labor cost data for company president in order to bid on commercial and residential construction projects.

- Perform daily analysis of future project bids alongside with the current market to maximize profits.
- Update and manage all in-progress as well as completed construction project files.
- Compare billing statements from vendors with contractor labor invoices for accuracy.

## **Operations Assistant**

Phoenix Air Group - Cartersville, GA

March 2006 to September 2006

Responsible for tracking shipping and receiving activities, including but not limited to, the coordination of all aircraft parts and personal aviation shipments.

- Prepare and manage shipping database in accordance with FAA regulations.
- Responsible for managing and tracking the expenses of the parts department as well as assisting the Operations Manager with maintaining purchase requisitions for the fleet.
- General office administrative tasks managing spreadsheet data of all non-useable/outdated aircraft parts, time sensitive repairs and calibrations along with the ordering of office supplies.

Aims Community College - Greeley, CO

February 2004 to November 2005

Aims Community College

Greeley, CO

Admissions & Records

- Provide on-going application auditing for completeness, accuracy, and authenticity of data collected and entered into the student information system (BANNER).
- Admit, register, add/drop, and withdraw students for/from classes while resolving any issue that may occur during the process.
- Develop, update, secure, and maintain student records.
- Independently resolve problems concerning student records by researching and analyzing records via computer, microfilm, and office files.
- Generate acceptance letters for new students and the auditing of daily/weekly service counter activity tallies.
- Inspect scanned and indexed documents for quality control and make corrections when necessary.
- Train, orient, and demonstrate related functions and procedures of Admissions and Records to new employees.

## **F-16 Pneudraulic Technician**

140th Fighter Wing USAF COANG - Aurora, CO

August 2003 to July 2005

Diagnose malfunctions and recommend corrective actions for the F-16 Fighter Aircraft's hydraulic and pneumatic systems.

- Troubleshoot, remove, repair, overhaul, and test malfunctioning components.
- Store, handle, use, and dispose of hazardous materials and waste according the environmental standards.

## **Space System Operator**

137th Space Warning Squadron USAF COANG - Greeley, CO

January 2002 to August 2003

Conferred with military leaders and supporting personnel to determine the dimensions of mission problems and discuss proposals for resolutions.

- Used established operations research techniques and computer formulations to assist in mission planning and execution.
- Maintain a working knowledge of Department of Defense satellite systems, space launch vehicles, and deep space observation platforms.
- Plan and monitor various missions regarding early missile detection.

- Worked closely with NORAD, DoD, and various other space agencies to monitor mission status of foreign and domestic subspace launches.

## Education

---

### **BA in Business Management**

Richmond College of London - London

2000

## Skills

---

- Detail-orientated and driven professional with strong problem solving skills and the management of daily office functions with the ability to motivate individuals to achieve organizational objectives.
- Ability to learn programs and systems rapidly
- High proficiency in all MS Office programs typing at 75+ WPM.
- Creative, resourceful, and flexible being able to adapt to changing environments
- Exceptional organization skills to keep track of multiple ongoing projects.
- DoD Experience
- Document Management
- FDA Regulations
- Logistics
- EDI
- Warehouse experience
- Forklift
- Time management
- Order fulfillment
- Data entry
- Shipping & receiving

## Military Service

---

**Branch: United States Air Force**

Rank: Senior Airman