

CORPORATE MANAGEMENT GROUP

Employment Application



APPLICANT INFORMATION							
Last Name	Hitz	First	Mark	M.I.	A	Date	10-22-15
Street Address	39 Radford Road			Apartment/Unit #			
City	Hastings	State	MN	ZIP	55033		
Phone	651-263-8926		E-mail Address	markusalan123@gmail.com			
Date Available	10-31-15	Social Security No.	471-19-0877	Desired Salary	10.00 +		
Position Applied for	Baker Production/Shipping (weekends only)						
Are you a citizen of the United States?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
How did you hear about us?	Indeed		Referral Name:				

Present

PREVIOUS EMPLOYMENT						
Company	Ricoh USA		Phone (Corporate)	952-888-8000		
Address	2740 American Blvd. West		Supervisor	Present		
Job Title	Senior-Onsite Specialist	Starting Salary	\$ 12.50	Ending Salary	\$ 12.81	
Responsibilities	Receiving, Package & Mail Distribution, Copy Center					
From	04/2014	To	Present	Reason for Leaving	Still employed	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>			
Company	Fidelity Building Services		Phone	952-854-1447		
Address	951 American Blvd. East		Supervisor	Sandra Martinez 612-919-8800		
Job Title	Custodian	Starting Salary	\$ 10.25	Ending Salary	\$ 10.75	
Responsibilities	Cleaning Offices					
From	02/2013	To	08/2015	Reason for Leaving	Wanted week nights off	
May we contact your previous supervisor for a reference?	YES <input checked="" type="checkbox"/>		NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Mark A. Hitz	Date	10-22-2015
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Applicant Name: Mark Hitz

Date: 10/22/15

Interviewer: Mulroy

1. How did you hear about Corporate Management Group? Ad? Referral?

Indeed.

2. Is that a mobile / Cell phone or lan line? Do you accept text messages?

How about email?

651 263-8926

3. (+/-) What are your pay expectations? (Make sure to explain our pay structure)

\$10.50

4. (+/-) What shift(s) do you prefer to work? When are you available to start working?

1st. looking for part time.

5. (+/-) Are you available to work weekends?

yes. can only do weekend

6. (+/-) How do you plan to get to and from work?

Car.

7. (+/-) Tell me about what you did at (Pick a previous position listed on application)?

Rich. =

- Why did you leave that position?
- If relevant - Why were you terminated?

8. (+/-) Have you ever made a mistake while at work?

How did you handle it?

9. (+/-) Has there been a time when there wasn't any or enough work to do at one of your previous positions?

What did you do?

there always something to do.

10. (+/-) Do you currently have any limitations or restrictions that we should be aware when considering you for a position? If so, What? (It does not eliminate them from opportunity we want to make the right match)

None.

11. Preparation 7

12. Comprehension 8

Mark Hitz
39 Radford Road
Hastings, MN 55033
Cell: 651-263-8926
Markusalan123@gmail.com

SUMMARY:

- About three years customer service experience working in a food service environment
- Bachelor's of Science degree in Business Administration
- About one year administrative assistant experience
- Two years invoicing/billing experience using QuickBooks Accounting Software
- Two years shipping and receiving experience including UPS, FedEx, LTL, couriers & international shipping
- Three years working in a production and warehouse environment

EDUCATION:

Bachelor of Science in Business Administration
University of Wisconsin-Stout, Menomonie, Wisconsin
GPA: 3.46

August 2010

EXPERIENCE:

Senior On-Site Service Specialist
Ricoh USA, Arden Hills, MN

April 2014-Present

- On-Site at Boston Scientific in Arden Hills
- Receive purchase order numbers through SAP
- Organize and sort incoming packages and mail
- Scan and deliver packages to appropriate mailstops on campus
- Cross-Trained in Copy Center and Medical Records department

Custodian (Nights)
Fidelity Building Services, Minneapolis, MN

February 2013-August 2015

Shipping Coordinator
Plastic Resource, Cottage Grove, MN

August 2011-August 2013

- Assisted multiple departments and able to work in a team
- Shipped and invoiced up to 70 jobs per day
- Reduced transportation costs by 10%
- Designed new shipping and outsourcing tabs in company database
- Noted by employer for being very detail-oriented
- Increased company efficiency
- Increased company profitability
- Improved work-flow for sales staff

Production Worker
Safe Reflections, Oakdale, MN

July 2010-February 2011

Accounting Tutor
University of Wisconsin-Stout, Menomonie, WI

September 2009-May 2010

Food Service Worker
University of Wisconsin-Stout, Menomonie, WI

January 2007-May 2010

Administrative Assistant Intern
TKDA, St. Paul, MN

**February-August 2006
June-August 2007**