

Aaron Brummell

Saginaw, MI 48638

aaronbrummell5_ccm@indeedemail.com

+1 989 332 9364

I desire a mutually beneficial position in which my unique blend of education, work and life experience can be used as a positive force for the company and in the community.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Unemployment Insurance Examiner

State of Michigan - Saginaw, MI

April 2021 to Present

Interview/ interact with claimants to determine eligibility for unemployment programs/benefits. Conduct fact finding, adjudication, protest and appeals for employers/ claimants on various issues, including fraud and identity theft in accordance with the Michigan Employment Securities Act and established methods/ procedures. Interpret and apply laws, rules, precedents, policies, programs and procedures relating to the payment or recoupment of benefits to the facts. Data entry, records keeping, customer service and call center duties.

Mail Handler Assistant/clerk

USPS - St. Louis, MO

July 2018 to November 2020

Unload and separate all mail from trucks and conveyors for dispatch to other distribution areas. Handles, processes and secures parcels and bulk mail. Inspect all mailing equipment and sorting machines. Assist in inventory and supply room, operating copy machine and related office equipment. In addition, may perform any of the following duties as needed: make occasional distribution of parcel post mail; operate electric fork lifts; rewrap damaged parcels; weigh incoming parcels; clean and sweep work areas, offices, rest rooms, and trucks where work is not performed by a regular cleaner.

Community Services Specialist

Keep Orlando Beautiful - Orlando, FL

November 2019 to August 2020

Primary duties include: Compiling reports, data entry, and removal coordination; provides environmental education and outreach to the public regarding prevention tools in the area of litter and graffiti, waste reduction practices, increasing the quality of recycling and delivering the Keep Orlando Beautiful message, positively representing the City of Orlando and assisting with volunteer efforts.

Custodial Supervisor

Missouri Veterans Home - St. Louis, MO

November 2017 to February 2018

Ensured the facility remained safe and sanitary, while directing staff in basic housekeeping, laundry services and related functions. Maintained all privacy and confidentiality of staff and residents. Prepared

assignments i.e. daily assignments, weekly, monthly, quarterly and special projects. Introduced new cleaning methods by demonstrating techniques and procedures; instruct workers in efficient use of supplies and materials. Conducted required performance appraisals of Custodial and Laundry staff. Maintained and monitored inventory of cleaning supplies and materials. Adhered to infection control procedures as trained. All other supervisory duties as needed.

Community Communications Specialist

Burden Communications - St. Louis, MO

January 1998 to November 2017

Scheduling duties, receptionist duties, intake, customer service, clerical, general communication training and inservice. Maximize clients' exposure to the community. Project Management, Multicultural team building, Policy/Procedure manual writing, proofing and editing. Technical writing, Brochure creation. Public speaking and program/product promotions.

Chemical Operations Specialist

U.S. Army

July 1989 to September 1997

Advise soldiers/ commanders on matters of Nuclear, Biological and Chemical operations. Detection, protection and decontamination. Maintained/ calibrated radioactive equipment. Conducted various full-scale battle simulations annually. "live" chemical training. Budget/expense reporting. Map reading. Multicultural team building.

Education

Some college in Mass Communications

Remote

Present

Skills

- Military Experience
- Presentation Skills
- Public Speaking
- Infection Control Training
- Infection Control Training
- Military Experience
- Public Speaking
- Manufacturing
- Warehouse Experience
- Management Experience
- Custodial Experience
- English
- Clerical Experience
- Customer Service

- Leadership Experience
- Sales Experience
- Employee Evaluation
- Research
- Writing Skills
- Calibration
- Laboratory Experience
- Technical Writing
- Supervising experience
- Sales
- Computer literacy
- Negotiation

Military Service

Branch: Army

Service Country: United States

Rank: E3

July 1989 to July 1992

Chemical Operations Specialist.

Commendations:

national defense medal, overseas duty medal, good conduct medal.

Certifications and Licenses

Resident agent

June 2000 to June 2002

Accident health life insurance.

CNA/HHA

August 2010 to August 2012

Certified Nurse Assistant.

Assessments

Attention to Detail: Inventory — Highly Proficient

August 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Highly Proficient](#)

Work Style: Reliability — Highly Proficient

August 2019

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Management & leadership skills: Impact & influence — Expert

October 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Expert](#)

General manager (hospitality) — Highly Proficient

November 2020

Solving group scheduling problems and reading and interpreting P&L statements

Full results: [Highly Proficient](#)

Customer service — Highly Proficient

September 2021

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Project timeline management — Highly Proficient

October 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Highly Proficient](#)

Retail customer service — Proficient

October 2021

Comprehending and responding to retail customer needs

Full results: [Proficient](#)

Call center customer service — Proficient

January 2021

Applying customer service skills in a call center setting.

Full results: [Proficient](#)

Sales skills — Highly Proficient

March 2022

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

Customer focus & orientation — Proficient

March 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Customer service — Highly Proficient

September 2021

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Warehouse safety — Expert

May 2022

Using safe practices in a warehouse setting

Full results: [Expert](#)

Customer focus & orientation — Highly Proficient

April 2022

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Sales skills — Highly Proficient

March 2022

Influencing and negotiating with customers

Full results: [Highly Proficient](#)

Attention to detail — Proficient

May 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.