

Jack Leahy (720) 443-2136 jackleahy@gmail.com

SUMMARY

15+ years experience in shipping & receiving. 6+ years experience in customer service/sales. 4+ years experience in an office setting.

- Highly efficient in troubleshooting, problem-solving, and planning daily tasks
- Strong attention to detail and sustained focus in a fluid work environment
- Proven ability to work both independently and collaboratively as a team member
- Exceptional written and verbal communication skills

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

Shipping & Receiving

- Successfully managed and executed shipping & receiving department to maximize productivity and accuracy of all shipments
- Streamlined shipping department and consistently devised improved methods to increase shipping output in a quickly growing company
- Trained and guided assistant shippers to work effectively and intelligently, both individually and as a team member

Customer Service and relationships

- Cultivated a people-first approach to interactions with customers and coworkers
- Collaborated with different departments and team members to enhance overall productivity
- Fostered friendly relationships with vendors and customers to ensure cooperative environment

WORK EXPERIENCE

Inventory Control Specialist/Production 02/2026-Present Forefront Health, Boulder, CO

Shipping and Fulfillment 05/2024 - 02/2026 Forefront Health, Boulder, CO

Shipping Clerk 11/2023-05/2024 Schacht Spindle Company, Boulder, CO

Lived at Benedictine Monastery 6/2022 - 5/2023 Ladyminster Monastery, Canon City, CO

Shipping and Receiving Manager 4/2010 - 12/2021 Grace Design, Lyons, CO

Freelance Musician 8/2008 - 4/2010 Self-Employed, Boulder, CO

Customer Service and Sales Representative 2/2006 - 8/2008 Webroot Software, Boulder, CO

Customer Service, Sales, Assistant Office Manager 2/2002 - 2/2006 Bujin Design, Boulder, CO

EDUCATION

Purchase College, Purchase, NY

M.F.A. Music Composition, Graduated Magna cum Laude