

Jason Withrow

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Work Experience

Uber Driver

Uber

April 2018 to Present

Common duties include picking up passengers and transporting clients to their destination as well as courier services and food deliveries. In order to continuously succeed at this position I apply several skills including, outstanding customer service, knowledge of traffic laws, excellent driving, maintaining good vehicle condition, knowledge of local roads and areas, road safety, sense of direction, and managing optimal routes. During a trip I commonly advise clients with local entertainment and restaurant suggestions based on my uber experience.

Building Supervisor / Front Desk

City of Longmont Recreation Center | Longmont, CO

April 2022 to January 2023

As the building supervisor I would support the front desk by responding to any issues that arose and file incident reports. I would provide breaks for employees by covering their duties at the front desk. I made frequent rounds around the facility to ensure the safety of patrons and to provide a presence of a manager who could respond to any issues. At closing I would inspect the entire facility to ensure that no patrons were remaining in the building, made sure that all doors were closed and locked and that all alarms were set. I would also verify three cash drawers and the change bag for accuracy and deposit them into the safe.

As a front desk employee I would greet customers who came in to the facility with a friendly and cheerful attitude. Handled cash and card transactions and provided accurate change. I helped people with any activity registration questions and enrollment both in person and over the phone. Daily use of the City computer system to facilitate fast customer service.

Warehouse Manager

Elite Health Partners, LLC | Gunbarrel, CO

March 2019 to December 2019

Managed a shipping fulfillment warehouse consisting of CBD and healthcare products. I would drive the company box truck between warehouses in Gunbarrel and Longmont daily. Our daily shipments were about 600-1000 per day. Worked closely with the warehouse team utilizing clear communication and focus on commitment.

Material Handler

Fresca Foods Inc | Louisville, CO

February 2019 to March 2019

Pick orders within a cooler accurately using packing slips provided by the shipping team. Strong attention to detail focusing on accurate product(s) and quantities. Build pallets up to 6 ½ feet high and securely wrap each pallet by hand. Assist in the warehouse with other assigned duties such as picking orders for production, breaking down ingredients to be used in production, and help load/unload incoming/outgoing trucks using a powered pallet jack and stand up fork truck.

Shipping Manager

Functional Remedies | Louisville, CO

January 2017 to February 2019

Created Standard Operating Procedures, (S.O.P) for the shipping and receiving processes and other aspects of the warehouse duties. Managed a team of shippers effectively to process shipments with a high level of accuracy and over 90% same day processing for most orders. Set up and maintained UPS Worldship with Administrative and remote workstations. Created and maintained stock locations for finished goods, raw materials, and quarantined items. Provided shipping quotes for the sales team, and handled customer service related issues through sales.

Shipping Manager

Bergans of Norway | Longmont, CO

March 2014 to December 2017

Managed every aspect of the warehouse, with support from sales and temporary workers as needed. Received incoming pallets of merchandise and stored items into a barcoded four-identifiers location system I helped to create which had 24 isles between two warehouses to store over 3000 sku'd items consisting of all types of outdoor gear including pants, shirts, coats, backpacks, and folding canoes. Pick and Pack orders accurately and processed parcel and LTL freight shipments in a timely manner. Participated in regular inventory counts and sample sales where we invited the public to shop our sales.

Shipping Clerk

Advanced Forming Technology | Longmont, CO

February 2011 to February 2014

Pick and Pack orders as per part specific work instructions fitted towards medical, space, and production applications. Maintained a high level of productivity every day to excel at processing a high level of orders. Worked effectively with a shipping team to coordinate tasks and duties. Hazmat, DOT, AES, and Fork Truck operator certified.

Education

Network systems administration (Associates Degree)

Devry University | Westminster, CO

January 2008 to October 2010

Colorado Mountain College | Glenwood Springs, CO

April 2005 to March 2007

Upper secondary education

Skills

Shipping & receiving Inventory control Warehouse distribution Quality inspection Order fulfillment receiving Customer service Inventory allocation Cash handling Computer operation Import management Order tracking E-commerce Warehouse experience Organizational skills Commercial driving Box truck Forklift Freight forwarding logistics Technical Proficiency Maintaining an organized workspace Air freight Order picker Picking & packing IATA Dangerous Goods Training Order shipping Mechanical knowledge Delivery driver experience Inventory management Front desk ERP systems Microsoft Excel Driving Reach truck Supervising experience Packing Communication skills Management Teamwork Warehouse staffing Microsoft Office International Shipping DHL/UPS/FedEx Unloading Order fulfillment LTL Freight Receiving shipments Packaging Certified Forklift Operator Load & unload Heavy lifting Computer skills Customs clearance management Warehouse management system Delivery management Materials handling Pallet jack Inventory data entry Order picking Attention to detail

Languages

English

Certifications and Licenses

Driver's License