

Russell Schneider

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Objective:

To obtain employment for a business where the specific skills I have acquired can be utilized to their full potential.

Professional Summary:

I'm a highly motivated and organized professional with a diverse education and work history. I excel in logistics, organization, administration and preparation in high pressure situations. I am also fluent in Microsoft Office programs Word and Excel.

Professional Experience:

Deals 5/2013 - present

Assistant Manager

Duties included but not limited to:

- Managing of store during afternoon and evening hours
- Assigning of activities for cashiers and stockers
- Handling of all customer service issues including: merchandise returns, online customer purchases, pricing errors and all customer complaints
- Managing of store closing activities including: shut down of all equipment, cashing out of cashiers registers, securing cash deposits and securing of store for final departure

SSI Global Security Service 3/2006 - 5/2013

Lieutenant/Guard Coordinator

Duties included but not limited to:

- Managing the everyday activities of 15-25 security officers on a weekly basis
- Interviewing and hiring of security officers as needed
- Creating and filing of employee records and files
- Helping security officers obtain an Illinois security license (PERC card)
- Drafting and negotiating contracts with current and prospective clients for short and long term coverages
- Comprising, implementing and enforcing of post orders and codes of conduct on a client to client basis
- Processing of payroll on a weekly basis
- Occasional on-site supervision for large events to ensure the safety and well-being of patrons and security officers alike

Non-Stop Delivery/Self-Employed 6/2004 – 2/2006

Furniture Delivery Person

Duties included but not limited to:

- Strategically loading of trucks with delivery route in mind or the safety and security of the cargo with long haul conditions in mind
- Routing of up to 15 deliveries in a day in the most efficient way possible by assessing weather, road construction and traffic conditions
- Routing of long hauls in the most efficient way possible taking into consideration the before mentioned conditions as well as interstate travel
- Delivering of new furniture in a scheduled and timely fashion while providing top notch in-home customer service
- Delivering of long haul materials to out of state locations

Litchfield School District 9/2003 – 5/2004
Custodian

Duties included but not limited to:

- Cleaning of multiple schools within the district
- Basic maintenance

Hitz Memorial Nursing Home 2/2002 – 9/2003
Custodian

Duties included but not limited to:

- Cleaning of a large nursing facility
- Basic maintenance
- Occasional cleaning of hazardous material and medical waste (obtained Hazardous Waste Disposal certification)

Green Oil Gas Station 10/1999 – 11/2001
Cashier

Duties included but not limited to:

- Running of cash register
- Helping customers find items for purchase
- Stocking of shelves and coolers on a shift to shift basis

Education

Lewis and Clark Community College 2000-2001
Basic computer courses and general studies with the intention of obtaining a business degree.

Staunton High School, Staunton, IL 1994-1997
General Studies

(References available upon request.)