

CORPORATE MANAGEMENT GROUP

Employment Application

Office Hours: 9am-4pm Mon-Thur, 9am-3pm Fri

Office Number: 507-923-4955

Office Address: 3707 Commercial Dr. SW Rochester, MN 55902



Applicant Information

(APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND A BACKGROUND CHECK WILL BE COMPLETED)

Please fully complete pages 1-3

Full Name: (Last Name, First Name) Ellis, Jeffrey Date: 8/22/19

Address: (Street Address) 1304 8 1/2 Street SE (Apt. /Unit #) _____

(City) Rochester (State) MN (ZIP Code) 55904

Phone: (507) 218-6125 Email: jeff.ellis90@yahoo.com

Social Security No. 565-95-0690 Date Available: ASAP

Position Applied for: Warehouse Lead Desired Salary: _____

Shift Available to work: 1st 2nd 3rd Employment desired: Full-Time Part-Time

Are you authorized to work in the U.S? Yes No

How did you hear about us? CMG Referral Name: _____

If under 18, please list age: _____

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules? No Yes

Education				
Type of School	Name of School	Location (Complete Mailing Address)	Number of Years Completed	Major & Degree Completed
High School				
College				
Bus. Or Trade School				
Professional School				

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PLEASE READ CAREFULLY APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Corporate Management Group, Inc.,

I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Corporate Management Group, Inc. (CMG), or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by an officer of CMG. Both the undersigned and CMG may end the employment relationship at any time, without specified notice or reason. If employed, I understand that CMG may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination. I hereby give CMG permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release CMG from any liability as a result of such contact.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by CMG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by CMG policies.

I release CMG and other persons or entities from any claims that might be based on CMG's decision to conduct a background check.

I understand that, in connection with the routine processing of your employment application, CMG may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. Upon written request from me, CMG will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with CMG shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with CMG is terminable at will for any reason by either party.

Signature of applicant Jeffrey T. Ellis Date: 8/22/19

Jeff Ellis

1304 8 ½ Street SE, Rochester, MN 55904 | 507-218-6125 | jeff.ellis90@yahoo.com

Dedicated team player eager to strengthen existing leadership skills in a challenging opportunity within a progressive organization.

Profile of Qualifications

- Results-driven professional with a track record of excelling in positions with increasing levels of responsibility.
- In-depth understanding of effective business process improvement strategies obtained throughout completion of successful capstone project focused on driving growth within previously stagnant businesses.
- Strong research and written communication skills.

Education & Professional Development

Master in Business Administration, Concentration in Marketing, Hamline University, Saint Paul, MN; 2018
Relevant coursework completed: Marketing Management, Marketing in a Global Environment, Consumer Behavior, Managerial Finance, Financial Accounting, Managerial Accounting, Strategic Financial Analysis, Strategic Management I, Strategic Management II & Capstone, Managerial IT, Managerial Economics, Business Law, Management & Organizational Behavior, Multicultural Communication, Business Process Management-People, Leadership Skills Development, Critical Thinking and Management Ethics.

Master of Arts in Leadership Studies, Augsburg University, Minneapolis, MN; 2008
Bachelor of Arts in Business Management, Augsburg University, Rochester, MN; 2005

Skills

- Leadership & Development
- Strategic Planning
- Business Process Improvement
- Analytical Problem-Solving
- Training
- Attention to Detail

Experience

Express Employment Professionals, Rochester, MN (2018-Current)

- Completed various office assignments as Quote Specialist; Receptionist, Administrative Assistant.
- Data-base Updating; General Office Duties.

IBM (Manpower), Rochester, MN; Warehouse Associate (2011-2018) Dislocated Worker; Full-Time Schooling (2015-2018)

- Demonstrated an ability to complete tasks and meet production goals within a fast-paced environment.
- Utilized strong organizational abilities to increase efficiency and improve productivity.
- Continually recognized for exceeding expectations.
- Recipient of letter of commendation.
- Maintained quality control throughout all shipping, inventory and labeling operations; used RFID tags to properly track inventory.

Crenlo (Express Employment), Rochester, MN; Marketing Assistant (2012)

- Performed various administrative tasks in a timely manner within a fast-paced environment.
- Data-base Updating; data-mining. General Office Duties.

Sunrise Senior Living, Rochester, MN; Care Manager (2008-2010)

- Fulfilled key role within fast-paced assisted living community, with associated duties including event coordination, maintaining adherence to company policies and tracking resident information.
- Used strong interpersonal skills to successfully maintain open lines of communication; relayed pertinent information to appropriate parties.

ZED, Rochester, MN; Administrative Associate (2007)

- Exemplified strong organizational skills while performing various administrative tasks.
- Event coordination, maintaining proper office supply inventory levels and accurate data entry.

Labor Ready, Rochester, MN; Area Account Representative (2005-2006)

- Used strong communication abilities to establish and maintain positive relationships with key accounts; implemented various strategies to continually grow existing client base.
- Demonstrated excellent organizational skills while tracking / updating account information.