

JEREMY W. JONES

720.589.1164 | jwj92503@gmail.com@gmail.com

SUMMARY OF QUALIFICATIONS

Detail-orientated and driven professional with strong problem solving skills and the management of daily office functions with the ability to motivate individuals to achieve organizational objectives.

- Ability to learn programs and systems rapidly
- High proficiency in all MS Office programs typing at 75+ WPM.
- Creative, resourceful, and flexible being able to adapt to changing environments
- Exceptional organization skills to keep track of multiple ongoing projects.

EXPERIENCE

March 2019 - February 2020 - **Sea to Summit**

Boulder, CO

Outbound Logistics Coordinator

- In charge of weekly Key Account processing for example REI, LL Bean, Bass Pro, and Dicks Sporting Goods. Generating necessary ASN's through EDI or SPS then creating appropriate BOL's, picking/shipping labels while ensuring all orders were picked, packed and shipped within established Vendor Guidelines.
- Perform daily briefing with supervisors and warehouse team to ensure Key Accounts are prioritized accordingly each week and to advise the team of any changes to ship schedules.
- Coordinated with Purolator to expedite documentation and ensure timely delivery of weekly international Canadian shipments via LTL and FTL.
- Participated in monthly cycle counting for warehouse to ensure accountability of inventory.
- Work under intense pressure to meet shipping deadlines adhering to strict ship windows per each individual Key Account using various booking/routing portals.
- Coordinate with Shipping and Inventory Managers to ensure Key Account orders are picked and packed within shipwindows.

February 2018 - March 2019 **Hemp Health, LLc.**

Boulder, CO

Warehouse and Wholesale Account Manager

- Ensure all incoming/out going purchase orders and their accompanying paperwork is processed in a timely manner.
- Maintain all paperwork and procedures relative to inventory control.
- Perform weekly and monthly inventory counts performing any reconciliation processes as needed.
- Managed existing and new wholesale accounts creating individual invoices as orders are placed.
- Packed and shipped all wholesale and online orders.

January 2013 – December 2017 - **Evol Foods**

Boulder, CO

Assistant Logistics Coordinator

- Gathered, logged, and monitored all inbound receiving data.
- Enter previous day's production data into QuickBooks to reflect actual inventory on hand.
- Process multiple shipments in excess of 20,000 lbs. daily.
- Prepared weekly and monthly reports using QuickBooks and Excel.
- Received all raw materials and products ensuring condition, quantities, and temperatures fall within USDA and FDA regulations.
- Trained warehouse employees on proper material handling, storage, and distribution.
- Unloaded cargo from trailers using forklifts, hand trucks, and pallet jacks.

August 2010 – October 2012 - **Unitarian Universalist Church of Boulder**
Boulder, CO

Office Manager & Sextant

- Prepare materials for Congregational meetings, forums, or events as needed. File electronic and hard copies of the meeting minutes, annual reports and budgets.
- Receive and log all invoices and funds in Excel and providing that data to the bookkeeper and treasurer on a monthly basis.
- Respond to rental inquiries and show the facility to potential renters. Completing any short rental agreements and coordinating with the Administration Committee in regards to long term rental agreements.
- Manage and update the online church calendar by coordinating requests for facility space for church functions, committee meetings, and renters.
- Update membership and visitor information in the Church database (ChurchPro).
- Maintain and manage membership directory on State and National level.

January 2008 – August 2010 - **Apple One Employment Services**
Boulder, CO

Various Administrative & Data Entry Positions

- Coordinate and perform a range of operational support activities for the office; serve as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems.
- Provide administrative/front desk support for the department/division such as answering multi-line phone systems, assisting clients, resolving and referring a range of administrative inquiries from clients.
- Operate personal computers to compose and edit correspondence and memoranda from dictation, verbal direction, and from knowledge of established department policies; prepare, transcribe, compose, type, edit, and distribute agendas and minutes of meetings attended.

May 2007 - December 2007 - **Salvation Army ARC**
Denver, CO

Lead Administrative Assistant

- Organized office activities, maintained supplies, and prepared direct mailings and correspondence with outside clients.
- Document management support for Administrators in the areas of daily, weekly, and monthly operational statistical reports.
- Assist Resident Manager with weekly scheduling and new intake assignments.
- Answer and direct all incoming calls on multi-lined system while following all legal guidelines regarding confidentiality and privacy.

January 2007 - May 2007 - **Eagle One**
Longmont, CO

Job Cost Analyst

- Gather and prepare materials and labor cost data for company president in order to bid on commercial and residential construction projects.
- Perform daily analysis of future project bids alongside with the current market to maximize profits.
- Update and manage all in-progress as well as completed construction project files.
- Compare billing statements from vendors with contractor labor invoices for accuracy.

March 2006 - September 2006 - **Phoenix Air Group**
Cartersville, GA

Operations Assistant

- Responsible for tracking shipping and receiving activities, including but not limited to, the coordination of all aircraft parts and personal aviation shipments.
- Prepare and manage shipping database in accordance with FAA regulations.
- Responsible for managing and tracking the expenses of the parts department as well as assisting the Operations Manager with maintaining purchase requisitions for the fleet.
- General office administrative tasks managing spreadsheet data of all non-useable/outdated aircraft parts, time sensitive repairs and calibrations along with the ordering of office supplies.

February 2004 - November 2005 - **Aims Community College**
Greeley, CO

Admissions & Records

- Provide on-going application auditing for completeness, accuracy, and authenticity of data collected and entered into the student information system (BANNER).
- Admit, register, add/drop, and withdraw students for/from classes while resolving any issue that may occur during the process.
- Develop, update, secure, and maintain student records.
- Independently resolve problems concerning student records by researching and analyzing records via computer, microfilm, and office files.
- Generate acceptance letters for new students and the auditing of daily/weekly service counter activity tallies.
- Inspect scanned and indexed documents for quality control and make corrections when necessary.
- Train, orient, and demonstrate related functions and procedures of Admissions and Records to new employees.

August 2003 - July 2005 - **140th Fighter Wing USAF COANG**
Aurora, CO

F-16 Pseudraulic Technician

- Diagnose malfunctions and recommend corrective actions for the F-16 Fighter Aircraft's hydraulic and pneumatic systems.
- Troubleshoot, remove, repair, overhaul, and test malfunctioning components.
- Store, handle, use, and dispose of hazardous materials and waste according the environmental standards.

January 2002 - August 2003 - **137th Space Warning Squadron USAF COANG**
Greeley, CO

Space System Operator

- Conferred with military leaders and supporting personnel to determine the dimensions of mission problems and discuss proposals for resolutions.
- Used established operations research techniques and computer formulations to assist in mission planning and execution.
- Maintain a working knowledge of Department of Defense satellite systems, space launch vehicles, and deep space observation platforms.
- Plan and monitor various missions regarding early missile detection.
- Worked closely with NORAD, DoD, and various other space agencies to monitor mission status of foreign and domestic subspace launches.

EDUCATION

2003 Sheppard Air Force Base
Wichita Falls, TX
Aircraft Pseudraulics, Squadron Commander

2002 Lackland Air Force Base
San Antonio, TX
Basic Training, Flight Chief

2000 Richmond College of London
Surrey, London UK
BA, Business Management

MILITARY AWARDS

Operation Iraqi Freedom Campaign Medal
Operation Enduring Freedom Campaign Medal
Global War on Terror Medal with Valor designation
Presidential Unit Citation Award
ACE Award Recipient
Basic Training Honor Graduate

REFERENCES

Available upon request