

JON LINDLEY

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jonlindley@gmail.com

Administrative Assistant · Problem Solver · Logistical Coordinator

SKILLS

- Detail oriented & resourceful
- Strong clerical & organization skills
- Skilled in all Microsoft Office applications
- Customer oriented

EXPERIENCE

OCTOBER 2015– CURRENT

DRIVER, RIDESHARE, UBER & LYFT

- Safe navigation throughout the region while providing excellent customer experience, with over 2500 “5” rated rides
- Demonstrated ability to deal with unforeseen circumstances or delays

JANUARY 2009 – CURRENT

PRINCIPAL, VOLCANIC GAMES LLC

- Securely handled customer data in accordance with standard data safety procedures
- Developed event marketing team for attendees of the Magic: the Gathering Grand Prix tournament series

NOVEMBER 2006 – JANUARY 2009

ACCOUNT MANAGER, MISER CONSULTING INC.

- Assisted professional poker players with travel arrangements and document requirements

SEPTEMBER 1999 – NOVEMBER 2006

CUSTOMER SERVICE, EXECUTIVE BUYER, CARDHAUS INC.

- Manage event marketing program and convention booth presence at events
- Responsible for high dollar collectable purchases

EDUCATION

2002-2003

SUPPLY CHAIN MANAGEMENT, SHORELINE COMMUNITY COLLEGE

1997-1998

HISTORY, KANSAS STATE UNIVERSITY