

# Jacob S. Dawson

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## Address

906 Mount Nemo Avenue  
Eau Claire, WI 54703

## Contact Information

715.894.7876  
jake906@charter.net

## EDUCATION

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*University of Wisconsin-Eau Claire - September, 2015 - December, 2019 (Anticipated)*

- *Awarded UWEC Honors Scholarship*
- *Awarded UWEC Centennial Scholarship*
- *Education emphasis on Software Engineering*
- *Minor of Physics*

*North High School - Graduated June, 2015 - Cumulative GPA 4.0/4*

- Recipient of four E<sup>2</sup> awards
- Recipient of the *Outstanding Academic Excellence Award*
- Valedictorian of Class of 2015
- Awarded the *State of Wisconsin Academic Excellence Scholarship*

## EXPERIENCE

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*United Refrigeration, Inc. - Summer 2015*

- Received and shipped products daily ranging from small packages to entire skids
- Assisted customers in loading and unloading goods
- Located and collected product for small individual orders as well as significant bulk orders
- Gained experience with lifting and transporting products of significant weight
- Stocked shelves, implemented new systems of organization, and recorded levels of inventory
- Entered shipping data into computer database

*Best Buy – June 2016-November 2016*

- Interacted with and assisted customers in product knowledge and location
- Regularly assumed inventory lead position
- Worked in unloading, sorting, and stocking of product from truck shipments
- Maintained a clean and organized warehouse environment
- Worked to locate and fulfill customer orders on a time-sensitive basis
- Moved heavy product throughout the store
- Consistently utilized multiple computer programs in product locating, information, and shipping

### *Menards – September 2017-Present*

- Enter customer mailing information into Anita program
- Ensure proper address and name field formats using provided guidelines
- Deliver any special or problematic cases to the appropriate area or person
- Maintain a clean work space for myself and others
- Sustain an entry average 50+ above required quota

## **VOLUNTEER WORK**

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### *Boys & Girls Clubs of the Greater Chippewa Valley - Mary Markquart Center – October 2013-May 2015*

- 95 total volunteer hours
- Responsible for homework help and computer lab access
- Provided nutritional care for youth ages 8 to 18
- Assisted with sanitation process
- Followed DPI guidelines in creating balanced meals
- Worked with children aged 8-18

### *Salvation Army of Eau Claire – June 2012-August 2012*

- Assisted in the Summer Feeding Program for local community youth
- Offered hands-on skills during the renovation of the Salvation Army's upper floor

## **PERSONAL CHARACTERISTICS**

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I am a self-motivated, responsible individual who enjoys working with all varieties of people, learns quickly, and adapts well to new situations. I have the personal capacity to accept a challenge, focus on detail, and am a team player. Additionally, I'm more than competent with basic computer systems and would enjoy the work-environment offered by Menards.

## **REFERENCES**

William Vetch, Manager  
United Refrigeration Inc.  
Eau Claire, WI  
Phone: 715-834-9705

Nick Millis, Warehouse Supervisor  
BestBuy  
Eau Claire, WI  
Phone: 715-896-0667