

Systems Administrator Systems Administrator Systems Administrator - Creative Coatings, LLC
Grabill, IN Authorized to work in the US for any employer Work Experience Systems Administrator
Creative Coatings INC - Fort Wayne, IN February 2015 to Present Implementing new systems
along with continued maintenance Training employees on our system and processes Create
production schedules for both powder and e-coat lines. Purchase powder and everyday needs
Inventory control and budget maintenance Keeping contact with vendors and looking to other
vendors to get the best value when ordering Contact customers to collect invoices that are past
due Manage the shipping/receiving dock Manage Customer Service-Make sure all customers'
needs are met and keep open lines of communication Warehouse Associate Trelleborg Sealing
Solutions - Fort Wayne, IN January 2014 to September 2014 Forklift material handler supporting
freight and shipping departments Assisted with generating daily BOL's expediting shipments for
50+ customers Ensured JIT delivery on all freight parts, products with zero oversight failures Store
Manager Intouch Communications Boost/Virgin Mobile Retailer - Fort Wayne, IN August 2012 to
October 2013 Managed 3-4 associates and fostered career development across multiple shifts
Developed customer satisfaction program monitoring feedback and ensuring world class customer
service for our clients Built marketing strategies for future business growth projecting \$45,000.00
in annual sales Managed P&L, scheduling, and sales retail products on site FOH Manager Beach
Bums - Fort Wayne, IN February 2009 to November 2011 Managed 15-20 associates and fostered
career development across multiple shifts Developed customer satisfaction program monitoring
feedback and ensuring world class customer service for our clients Built marketing strategies for
future business growth projecting \$500,000.00 in annual sales Managed P&L, scheduling, and
sales retail products on site FOH Manager Crazy Pinz - Fort Wayne, IN November 2007 to January
2009 Managed 5-10 associates and fostered career development across multiple shifts
Developed customer satisfaction program monitoring feedback and ensuring world class customer
service for our clients Built marketing strategies for future business growth projecting millions in
annual sales Managed P&L, scheduling, and sales retail products on site Education Some college
Skills Customer Service, System Administrator, System Admin Certifications/Licenses Forklift

Certified Additional Information 5+ Years' experience as a Manager/Assistance Manager throughout Fort Wayne, IN Motivator and experienced at hiring and motivating staff as well as scheduling and managing strategic projects Proven history of building growth, clientele, and associate engagement across all business sectors

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