

Jesse Wayne Black

625 N 4th PL Kalama, WA 98625 | 406.370.0572 | jessewayneblack@gmail.com

EDUCATION

University of Montana

Bachelor of Science in Business Administration, Management Information Systems

Missoula, Montana
Summer 2013

Montana State University

Coursework in Mechanical Engineering

Bozeman, Montana
2001-2005

Relevant Coursework

Project Management	Database Management
Telecommunication Management	High Tech Marketing
Systems Analysis and Design	Small Business Management

ACADEMIC ACHIEVEMENTS

- Selected as a top finalist for Small Business Management and Strategy course project to present to school officials and business owners
- Achieved Dean's List status multiple semesters
- Key member in the creation of a promotional website for Seafarer Entertainment, which helped them become a successful production and artist representation firm based in Missoula, MT and Pittsburgh, PA

PROFESSIONAL EXPERIENCE

Hastings Entertainment

Multi-Department Associate

Missoula, MT
2010-2012

- Assisted customers with purchases, returns, and other service related issues.
- Managed inventory and receiving for all departments.
- Performed online order fulfillment, incorporating periodic process improvements.

University of Montana

University Center Desk Attendant

Missoula, MT
2009-2010

- Opened facility in the morning, turning on all equipment and ensuring cash registers were correctly stocked and ready for use.
- Signed students in, sold refreshments and rental time for equipment, and managed inventory.

DirecTV

Technical Representative

Missoula, MT
2006-2006

- Provided support for disruptions for DirecTV customers, troubleshooting technical issues.
- Scheduled service calls and ordered replacement equipment when necessary.
- Setup new customer accounts, resolved billing disputes, and maintained performance guidelines.

Smurfit-Stone Container Corporation

Office of Engineering Intern

Frenchtown, MT
6/2002-8/2002

- Assisted engineer in updating and creating documentation for all electrical, turbine, and valve systems throughout the mill.
- Served as the initial editor for updates to system documentation when changes were implemented.
- Managed physical and digital blueprint filing systems.

ADDITIONAL SKILLS

- Excellent verbal, writing, and presentation skills
- Exceptional analytical/problem solving skills with a proven ability to apply critical thinking skills towards long and short range goals
- Lifelong learner with the desire to develop and grow
- Knowledge of Microsoft Project, Visual Basic, Excel, Microsoft Access, Microsoft Visio, SQL
- Expertise using AutoCAD, Pro Engineer