

PAUL HOLLMANN

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SUMMARY OF QUALIFICATIONS

- ♦ Exceptional communication, interpersonal and records management skills
- ♦ Creative, enthusiastic team player with a reputation for diligence and success in information and project management
- ♦ Seasoned academic researcher
- ♦ Highly organized multi-tasker with ability to prioritize in fast-paced environments (type 60wpm)
- ♦ Proficient in Microsoft Office, Windows, Mac OSX, Catalogues (e.g., WorldCat), UPS 10.0, and FedEx WorldShip.
- ♦ Quick to master additional programs as required
- ♦ 7 years forklift operation experience

EDUCATION

Master of Information Resource & Library Science ♦ University of Arizona ♦ May 2010

Emphasis: Archives and Digital Libraries, GPA 4.0

Bachelor of Arts degree in History ♦ Arizona State University ♦ May 2007

Emphasis: 20th century European History, Graduated Magna cum Laude, GPA: 3.8

EXPERIENCE

Shipping & Receiving Clerk, Temporary

CSR Personnel, Portland, OR

10/11 – 1/12

- ♦ Completed 3-month temporary assignment on location with *Shed Rain Corporation* of Portland, OR
- ♦ Confirmed proper processing of all orders picked by warehouse staff
- ♦ Packed and processed orders through company database system and shipped using the appropriate method
- ♦ Assisted with routing of all outgoing shipments per customer requirements
- ♦ Supported year-end inventory preparations and helped maintain accurate material records

Manager, Shipping & Receiving

Prime Time Thermographics, Tempe, AZ

8/05 – 3/07 & 10/07 – 08/11

- ♦ Oversaw accuracy and shipment of 100-200 orders per day in a fast-paced environment
- ♦ Received and distributed all incoming dispatch materials
- ♦ Managed information database (including software updates)
- ♦ Maintained all hard copy records including all invoices, paperwork, and tracking materials
- ♦ Assisted with filing completed order forms
- ♦ Assisted customers and customer service representatives with shipping and freight quotes
- ♦ Answered customer phone queries and provided customer service when needed

Collection Processor

Arizona Historical Foundation, Tempe, AZ

1/10 – 9/10

- ♦ Successfully completed academic internship (January – May, 2010) then hired by AHF to PT position
- ♦ In role as Collection Processor, appraise for document fragility, identify any need for use of surrogates, and oversee general rehousing of materials
- ♦ Assist in development of an overarching policy that defined small manuscripts
- ♦ Appraise for incorporating backlog material within small manuscripts versus creating stand alone collections, including searching e-catalogs, WorldCat, and other appropriate databases
- ♦ Appraise for monographs, maps, photographs or other material that require special cataloging or handling
- ♦ Incorporate new materials into the existing collection
- ♦ Develop EAD-ready finding aids for the collections for posting on the AHF website (e.g., front matter, description, scope and content note, and data entry according to accepted archival standards) can be found at <http://www.ahfweb.org>

Manager, Shipping & Receiving

Flow Dynamics Inc., Scottsdale, AZ

3/07 – 9/07

- ♦ Supervised all incoming shipments
- ♦ Inspected and distributed materials to in-house laboratory
- ♦ Directed annual inventory management
- ♦ Organized, packaged and shipped all new sales orders for global distribution
- ♦ Administered and maintained database of order acknowledgments and client shipping information