

# Jason Vanderburg

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## Work Experience

### **E-Commerce Manager**

*Uniquely Greener MA Inc*

Erie, PA

*July 2018 – July 2021*

- Directed comprehensive eCommerce operations, including supply chain planning, inventory management, and order fulfillment, driving 300% growth in three years.
- Designed and implemented a custom purchase order and inventory management system, significantly improving workflow efficiency and product availability.
- Led digital marketing campaigns (PPC, email marketing, SEO) and optimized product listings, increasing online visibility and sales.
- Streamlined fulfillment processes across warehouses, reducing shipping times and minimizing returns, which resulted in higher customer satisfaction and positive reviews.
- Ensured compliance with state tax regulations by filing monthly and quarterly business tax returns.
- Developed a scalable payment system for fulfillment centers, optimizing payment workflows and improving financial reporting accuracy.

### **Driver**

*Industrial Service Solutions*

Erie, PA

*December 2021 – Present*

- Safely transport industrial equipment and assets, ensuring timely deliveries and a professional, customer-focused service.
- Perform routine vehicle maintenance and ensure equipment is operational for all deliveries.
- Consistently exceeded delivery expectations, adhering to strict safety standards and deadlines.
- Earned recognition as the top driver from supervisors and coworkers, praised for professionalism and reliability.
- Elevated customer satisfaction by setting a higher standard of service, receiving positive feedback from clients to sales and management teams.

### **Route Representative**

*UniFirst Corporation*

Meadville, PA

*June 2021 – December 2021*

- Managed daily delivery and pickup routes, optimizing efficiency and improving client satisfaction through reliable, on-time service.
  - Fostered strong customer relationships with consistent communication and attention to detail.
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## Education

### **PennWest University**

*Bachelor of Science in Computer Information Systems*

## **Skills**

### **Technical Skills**

- Proficient in Microsoft Suite (Excel, Word, PowerPoint) and Google Suite.
- Expertise in accounting software, data analysis, and digital marketing strategies.
- Deep understanding of supply chain management, sourcing, and logistics operations.
- Skilled in managing eCommerce platforms (Amazon Seller Central, Walmart Seller, Shopify, eBay) and enhancing marketplace performance.

### **Soft Skills**

- Highly adaptable and detail-oriented with strong leadership, communication, and problem-solving abilities.
  - Logical thinker with expertise in predictive analysis and project management, driving successful outcomes in fast-paced environments.
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