

BENJAMIN SCHULTZ

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EDUCATION

BA in Communication, Music minor

August 2009 - December 2013

Bethany Lutheran College - Mankato, MN - Cum Laude

SELECTED SKILLS

Service Scheduling

Logistics

Data Entry

Inventory Management

Microsoft Word

Microsoft Excel

Adobe Products

HTML

CSS

JavaScript

EJS

Bash Terminal Script

MongoDB

Graphic Design

Audio Production

Music Composition

App Design

Digital Automation

Document Imposition

Amcor Flexibles North America Inc

February 2023 - May 2023

2200 Badger Ave, Oshkosh, WI 54904-6720 (Business: 920-527-7300)

Supervisor: Marina Kenowski - Trade Compliance Specialist II

Helped my team comply with international trade law by classifying exported goods.

Harmonized the day-to-day operation of my team by identifying and clearing blocked export documentation. Optimized the flow of imports and exports by pursuing cost-effective global shipping routes.

Earth Sense Energy Systems

September 2019 - February 2023

W9715 WI-96, Dale, WI 54931 (Business: 920-779-6647)

Supervisors: Matt Roe (Parts - 920-659-1897), Nathan Gerard (Online - 715-513-0173)

Streamlined physical inventory and helped customers with basic technical troubleshooting.

Scheduled service calls with a constantly changing rotation of stove techs. Fielded customer inquiries by phone, email, and live chat. Doubled the online department's productivity by coding and distributing an internal application that streamlined many different programs.

Developed <https://freedomstoves.com> with WordPress to showcase an upcoming product line.

Utilized web technologies such as HTML, CSS, and JavaScript to improve internal workflows.

Assisted at different store locations when needed.

Best Buy Geek Squad

May 2017 - September 2019

1550 S. Koeller St. Oshkosh, WI, 54901

Supervisor: Scott Ross 402-802-2272 (work cell)

Delighted clients by providing a smooth end-to-end delivery process. Structured and scheduled daily delivery routes. Installed, calibrated, and diagnosed appliances and TVs to enrich the lives of my clients. Suggested and sold products and solutions based off of clients' needs.

Fun.com

September 2016 - December 2016

*2080 Lookout Drive, N. Mankato, MN 56003**Supervisors: Nohle, Sheehan, Bill, Mike (Inventory) (507)-386-8383 (Front desk)*

Kept the costume and prop warehouse running smoothly by running bins of new product out to the shelves, resolving stocking audits, and organizing incoming shipments. Helped coworkers become better through friendly competitions.

Freelance Transcriptionist - Rev

August 2015 - Present

251 Kearny St, 8th Floor, San Francisco, CA 94108 (Remote)

Provides precise transcriptions within designated timelines while maintaining a strong work ethic. Consistently meets or exceeds deadlines, demonstrating exceptional self-motivation.

Receives high marks from customers, earning a rating of 4.7 out of 5 stars. Possesses outstanding written communication and copywriting abilities.

Assistant Audio Technician

May 2014 - August 2014

*Two Fish Recording Studios - 729 S. Second St. Mankato, MN 56001**Supervisor: Wes Schuck (deceased)*

Helped clients achieve their visions by composing, recording and mixing multimedia to their specifications. Familiar with an audio mixing board, audio recording software, and Adobe's creative suite. Successfully managed the studio and adeptly handled the fluid demands of the role during the manager's absence.