

BENJAMIN SCHULTZ

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SELECTED SKILLS

Customer Service	HTML	CSS
JavaScript	EJS	Bash Script
BASIC-like Languages	Microsoft Word and Excel	Adobe Products
MongoDB	Graphic Design	Audio Production
App Design	Digital Automation	Basic Technical Troubleshooting

SELECTED EXPERIENCE

Full work history available on request.

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.
- Organized 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 on 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 products 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.

EDUCATION AND TRAINING

BA in Communication, Music minor December 2013 Bethany Lutheran College - Mankato, MN - Cum Laude