

Jonathan Grant

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PROFILE:

- Action-oriented and solution driven. Strong service skills and demeanor; sound judgment and discretion.
- Can multi-task very well as well as working great under pressure.
- Strong service skills and demeanor; sound judgment and discretion.
- Has great communication skills and tries to help everyone as best I can.

EDUCATION:

Bachelor of Science – Business Administration

2013

California University of Pennsylvania

Graduated December

WORK EXPERIENCE:

Waddell & Reed

Human Resources Intern

Monroeville, PA

September 2013- Present

- Assist HR manager with resume mining, sourcing, and interviewing candidates.
- Conduct special projects and assignments at the direction of management.
- Attend career fairs for recruiting and company recognition.

UPMC

Transporter

Monroeville, PA

September 2012- October 2013

- Transport patients between patient units, treatment centers, and their designated areas throughout the hospital in a safe, timely, and accurate manner.
- Deliver supplies, medication, equipment, and other materials to the patient units, and other designated areas in a safe, timely, and accurate manner.
- Maintain a courteous professional demeanor and communicate appropriately with patients, visitors, hospital personnel, and fellow employees at all times.

Nike, INC

Sales Associate

2012

Washington, PA

March 2012- September

- Greet customers and ascertain what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases and receive and process cash or credit payment.

United States Air Force

Operations Management

Corapolis, PA

September 2008- Present

- Schedule or dispatch workers, work crews, equipment, or service vehicles to appropriate locations, according to customer requests, specifications, or needs, using radios or telephones.
- Confer with customers or supervising personnel to address questions, problems, or requests for service or equipment.
- Monitor personnel or equipment locations and utilization to coordinate service and schedules.

SKILLS

Computer: Proficient with Microsoft Office (PowerPoint, Access, Excel, Outlook, and Word)

MEMBERSHIPS

