

John Chleborad

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STUDENT SUCCESS

My experiences in developing and preserving relationships has proven to be invaluable in my success as a Career Services Advisor. From employers to recruiters to hiring managers, I have been able to develop a network of connections that has allowed me to help provide students' success in the job search arena.

Throughout my professional career, I have demonstrated leadership by applying innovative ideas. I build relationships through encouraging others to excel in their efforts, motivating them to become proactive in their professional and personal growth and cultivating collaboration with peers to help create success. I have been successful in developing connections with those from all walks of life, introducing new ideas and providing solutions for both personal and professional growth. I have been recognized for motivating others to excel through personal engagement, through resolving issues quickly, for being fair and honest in decision making and for encouraging people to self-evaluate and improve their environment; all resulting in the development of trusting relationships and a productive, resourceful, engaging atmosphere.

KEY ACCOMPLISHMENTS

- Achieved and maintained a placement rate of 80% within 90 days of graduation.
- Sustained a 100% placement rate for internships for students in need of internships as part of their curriculum.
- Developed and maintain extensive tracking mechanisms to ensure touch-points with students are systematic and productive.

PROFESSIONAL EXPERIENCE

Woz U

(OCT 2017 – PRESENT)

CAREER SERVICES ADVISOR

Responsible for 200+ students currently enrolled in programs, maintaining communication throughout their coursework and as they approach graduation. Educate students on effective resume writing skills, networking skills and interview processes and expectations. Assisting students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitive strengths, appropriate career expectations, teaching job search techniques, understanding and utilization of social media presence, preparing for the interview and effective resume preparation.

HUTTIG BUILDING PRODUCTS

(MAR – SEPT 2017)

INVENTORY CONTROL SPECIALIST

Managed lumber and millwork inventories through reconciliation of daily cycle counts. Investigated and determined reasons for all discrepancies as they were discovered, managed all issues related to missing or damaged product including facilitating communications between warehouse, yard and office. Managed inventories in various warehouse groupings within the business software and managed and controlled vendor returns and credits. Performed monthly inventory tasks as required by procedure.

JELD-WEN WINDOWS & DOORS

(1993 – 2017)

OFFICE MANAGEMENT

8 years

Managed an office staff of up to 15 employees including Inside Sales, Customer Service, Accounts Receivable, Accounts Payable, Payroll & general staff.

- As a Hiring manager, reviewed resumes, interviewed potential job candidates and filled positions as required.
 - Completed performance reviews and wage evaluations of all office staff on a regularly scheduled basis.
 - Provided opportunities for employees to become proactive in their professional and personal growth and encouraged collaboration with peers to make the office processes run efficiently and more effectively.
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REGIONAL SALES REPRESENTATIVE, HOME CENTER GROUP – SOUTHWEST TERRITORY

4 years

Developed relationships, maintained and grew sales in the Home Center environment in the Southwestern United States.

- Maintained effective communication with various levels of management teams at the local and Corporate levels; providing new product information, sales opportunities and assistance with customer relations.
- Gained sales in non-conventional markets, such as large commercial projects, through developing strong relationships with decision makers and the customers of my customers.
- Conducted regular product knowledge and informational training sessions for customer groups of various sizes, providing opportunities to develop new business to grow the market share in a down economy.

INFORMATION SYSTEMS MANAGEMENT & TRAINING

4 years

Directed Information Systems support including software installation, employee training and consultation both onsite and remotely for 14 distribution companies located throughout the United States.

- Trained and provided consultation for employees in effective office procedures including inventory management and physical inventory controls, processes and procedures.
- Provided business software support and maintenance and provided office procedure, business process and employee and physical inventory training for two start-up companies.
- Successfully developed, launched and provided training for office personnel on sales catalog in all distribution companies.

SAFETY & QUALITY MANAGEMENT

5 years

Managed Divisional Safety & Quality programs for 14 distribution companies located throughout the United States.

- Successfully developed and implemented programs, policies and procedures including direct training of employees, resulting in a continually improving safety production environment.
- Produced and presented employee safety meetings at the local and divisional plant levels.
- Established, presented and assisted in maintaining the Corporate Customer Service Initiative for employees in all US distribution companies.

INSIDE SALES

3 years

Performed all duties of the Inside Sales position in a millwork distribution company in a high-volume fast paced environment.

- Order entry, quoting, account management, communication with customers.
- Problem solving and conflict resolution.
- Worked closely with customers both individually and in a team environment to ensure their needs were met in a timely and efficient manner.

EDUCATION

Woz U – ASP.NET Software Development Certification
Northern Arizona University – Bachelor of Science in Business
Arizona State University – High School Teaching Certification, Business

COMMUNITY INVOLVEMENT

Co-founded the Arizona Hawks Lacrosse Club, an unconventional travel team dedicated to giving back to a community of players who could not afford or wished not to pay the high prices of traditional travel teams.

- Developed the logo and color scheme, directed uniform design and assisted with the design and development of the website and social media pages of the club. Managed player and parent communications including hotel, travel and dining accommodations.
- Produced and edited game highlight film for players wishing to get exposure to colleges but who were not able or willing to pay the high cost of professionally edited film.

Volunteered as Pitching Coach, Joy Christian HS Varsity Baseball.

Assistant Head Coach, Glendale Vipers Junior High Lacrosse team.
