

# Jonathan Clipse

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## WORK EXPERIENCE

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### Liberty University

*IT Inventory Specialist I*

**Aug. 2021 – Present**

*Lynchburg, VA*

- Maintain inventory control through managing shipments and storing items.
- Ticket maintenance consisting of quote retrieval for customers and shipment tracking.
- Wiping and imaging of university owned computers.
- Making deliveries to and from campus
- Updating university's inventory database with accurate information.

### Amazon

*Delivery Driver*

**May. 2020 – Aug. 2020**

*Durham, NC*

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.
- Providing excellent customer service, answering questions, and handling complaints from clients.
- Adhering to assigned routes and following time schedules.
- Reviewing orders before and after delivery to ensure that orders are complete, and the customer is satisfied.
- Abiding by all transportation laws and maintaining a safe driving record.

### Grub Hub

*Delivery Driver*

**Jun. 2019 – Aug. 2019**

*Durham, NC*

- Picking up food from restaurants and delivering it in a timely fashion.
- Contacting customers to resolve any issues with the orders or finding their location.
- Ensuring that customers' orders match the items that are retrieved at the restaurant.

## EDUCATION

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### Liberty University

*BS, Information Technology (May 2022)*

**Aug. 2019 – May 2022**

*Lynchburg, VA*

- Graduating GPA – 3.8

## SKILLS & INTERESTS

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- **Skills:** Learning software; conflict resolution; following instructions; problem solving; Troubleshooting.
- **Interests:** Golf, lifting; food; video games, virtual reality; longboarding; photography; movies; Reddit.