

Jared Julius

julius.jared@gmail.com | (646) 403-0891
<https://www.linkedin.com/in/jared-julius/>

OBJECTIVE: Junior Software Developer position leveraging knowledge of inventory systems and entry-level coding tools.

SUMMARY OF SKILLS

- 10+years clerical (records/data entry)
- Attention to detail
- customer service
- Strong organization skills
- Strong time management
- Quick learner
- Highly motivated
- Windows, MacOS, CMMS
- HTML, CSS, JavaScript, Python
- MS Office Suite/ Google Suite

EXPERIENCE HIGHLIGHTS

Stock Worker II/ Part Clerk

- Oversees 1000+ parts inventory of transportation items (checking, classifying, storing, distributing materials)
- Effectively communicated with Internal Mechanic team to ensure the quality of work order completion.
- Took initiative with Bus cleaning, averaging 30-40 buses per shift as needed.
- Accurately entered correct information into CMMS programs such as, AS400, Corridor, SAP, and Peoplesoft(oracle)
- Ability to troubleshoot administrative errors
- Intermediate knowledge of how parts move throughout the organization
- Work with other departments to solve issues with minimal guidance
- Valuable office skills from sending out emails, to filing, scanning documents, to telephone conferences, and coordinating with other departments/ vendors to get things done.

PC Technician (Desktop Deployment Project)

- 135 Laser Printer configurations & Setups Customer Support
- 1000 Desktop PC Setups Troubleshooting
- 75 Dot Matrix Printer Setups Hardware Changes

Renovation Construction Helper

- Laying out of tools, painting, drywall installation, hardwood and laminate floors, demolition, and garbage removal.
- Toilet & Sink installation, Soldering Copper pipe, Electrical installations (Fish wire cables, Cutting BX, Stripping wires)
- Tidying up and preparing construction site or warehouse while also ensuring that safety rules and regulations are strictly adhered to
- Loading, unloading, and identifying materials and ensuring that they are distributed to the appropriate location

WORK HISTORY

Stock Worker	MTA Bus Co.	Queens, NY	01/2017 – Current
Process Operator	Oerlikon Metco	Westbury, NY	06/2014 - 12/2014
Shipping & Receiving Clerk	Lawrence Ripak	West Babylon, NY	10/2013 - 02/2014
Materials Supply Technician	Aerotek **NetJets**	Teterboro Airport, NJ	02/2012 - 05/2012
PC Technician	Insource Inc. **American Airlines**	JFK Airport, NY	08/2011 - 11/2011
Helper	A.I Construction	Queens, NY	01/2010 - 12/2011
Parts Clerk	Mesaba Airlines	La Guardia Airport, NY	02/2011 - 04/2011
Parts Clerk	Mesa Air Group**Freedom Airlines**	JFK Airport, NY	07/2006 - 05/2009

EDUCATION

NYC College of Technology - Brooklyn, NY

Bachelor of Technology in Facilities Management

New York City College of Technology - Brooklyn, NY

Applied Science Construction Management

Boys & Girls High School - Brooklyn, NY

High School Diploma

Compia A+ (Certification)