**Max Bearden**

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**Objective**

Innovative and forward-thinking CIS student with a good work ethic and attention to detail, team player as well as autonomous and reliable worker, prepared to use problem solving skills and technical knowledge to secure position as IT Project Manager

**Education**

**University of Louisville**  Louisville, KY

Bachelor of Science, Computer Information Systems Currently Attending

**Eastern Kentucky University**  Richmond, KY

Completed Credit Hours- 52 Aug. 2017- Sep 2019

**Summary of Skills**

* Excellent active listening skills and a strong ability to decipher information and effectively communicate with various stakeholders to ensure all goals are achieved
* Able to use logically critical think and problem solve to troubleshoot any issue in a creative manner
* Relational team player that is able to build rapport with colleagues, supervisors, and clients as well as effectively cater to different learning styles
* Displays strong attention to detail and determination to finish projects, exceeding deadlines

**Work Experience**

**UPS**  Louisville, KY

*Air Ramp Personnel & Package Handler* Dec. 2017 – Aug. 2019

* Verified that items are addressed correctly, marked with the proper postage, and in suitable condition for processing.
* Read production orders and determined types and sizes of items scheduled for printing and mailing.

**Eastern Kentucky University** Richmond, KY

*Intramural Official* Jan. 2018 – Sep. 2019

* Refereed various sports teams and ensured fair, safe, and diplomatic process
* Communicated with all parties and maintained calm demeanor under grave pressure to make quick and equitable decisions

**UPS** Louisville, KY

*Scales Admin* May 2020 – Present

* Responsible for loading materials into Unit-Load Device (ULD) to guarantee product reaches the next step in the shipment process
* Ensure all materials are up to standard; including paying precise attention to weight, date, and configuration of all products in maintain accuracy of each shipment
* Follow all federal, state, and organizational policies, protocols, and guidelines, maintaining the safety of the environment and the integrity of each package