Jacob Shope

Loader, driver, supervisor and manager

Blue Earth, MN
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Most recently I was with UPS from 1988 until May of 2018 as an operations manager. I started as a loader
and a driver, working my way up to the position of supervisor and then manager.

Some other positions include Human Resources and hiring as well as Communications where I wrote
monthly publications for 3500+ employees. I was involved in charitable activities and helped facilitate a
$50,000 corporate grant for Minot, ND after the city flooded in 2011 and 4100 homes were destroyed.

My responsibilities included safety, service and production as well as cost control and sales. As a supervisor and manager I had anywhere from 50 to 125 people under my lead.

I am familiar with the Microsoft Office suite of software as well as Prezi, a dynamic presentation software and other proprietary software applications.

WORK EXPERIENCE

Loader, driver, supervisor and manager

UPS - varied locations, MN, WI -

February 1988 to May 2018

for UPS

Manager

UPS   -   MN, WI, ND -

February 1988 to May 2018

Logistics, safety, cost control, productivity.

laborer and equipment operator

Forest Lake Contracting   -   Forest Lake, MN -

June 1987 to February 1988

Laborer, equipment operator for Forest Lake Contracting.

Assistant Manager

Snyder Brothers Drug   -   Shoreview, MN -

June 1980 to September 1983

Responsible for sales, stocking, scheduling and occasionally accounting.

EDUCATION

2 years in General Studies

University of Minnesota   -   Minneapolis, MN

February 1988 to August 1990

SKILLS

CHANGE MANAGEMENT, OPERATIONS (10+ years), OPERATIONS MANAGEMENT, CONTRACT
NEGOTIATION, MAINTENANCE

MILITARY SERVICE

Service Country: US

Branch: US Army

Rank: Sergeant

September 1983 to June 1987

Electronic repair

Commendations:

Varied commendations and awards.

ADDITIONAL INFORMATION

SKILLS
Operations management Microsoft Office
Contract negotiation/review/drafting File/records maintenance
Training and development Change management
Results-oriented Reports generation and analysis