

Shamus Hackett

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Data management and IT support specialist with 16 years experience creating specialized solutions and systems for business applications.

PROFESSIONAL EXPERIENCE

ARS Ventures DBA Perfect Packaging USA **Ocean, NJ**
Designer and manufacturer of custom reusable and single use shopping bags for retail stores.
Warehouse Manager ***July 2018 - Present***

Manage all warehouse operations, accounts receivable and accounts payable. Responsible for inventory management and logistics, picking and palletizing orders, invoicing and arranging billing, coordinating LTL freight shipments and deliveries, training and supervision of warehouse team members.

Northern Delights Cafe **Hayfork, CA**
Assistant Manager ***January 2017 – November 2017***

Hands-on Assistant Manager responsible for inventory management, staff supervision & training, barista/bartending, food preparation, POS server and network management, security system maintenance, hosting private events and management of social media accounts.

Original Skateboards **Newton, NJ**
Wholesale Distribution & Warehouse Manager ***November 2011 – September 2015***

Managed warehouse operations for direct to consumer online sales and domestic and international wholesale of unique custom skateboards, apparel, and accessories. Responsible for full cycle order management including ordering processing, assembling, shipping, receiving, and billing for retail and wholesale accounts. Supervised staff of 15 warehouse employees. Created and implemented a productivity tracking system. Developed a warehouse map and inventory tracking program. Negotiated contracts with UPS and regional freight carriers for domestic, international and air freight shipments.

Price Wheeler Corporation **San Diego, CA**
Web development and SEO firm with a focus on industrial clients and a distributor of surge protection systems for audio/video equipment.
Administrative Assistant ***November 2006 – November 2011***

Served as the network administrator providing repairs and maintenance to all office computer systems. Assisted the lead computer programmer and web designer. Responsible for web server maintenance and backup, content creation, customer service, administrative duties, browser compatibility testing, and debugging.

VOLUNTEER EXPERIENCE

Maya Universe Academy

Tunahun, Nepal

Private Tutor & Administrative Assistant

January 2016 – June 2016

Alternative, tuition-free boarding school in rural Nepalese Village serving over 200 children including over 50 residential students.

Served for five months providing one-on-one tutoring in English, mathematics and computer science to ESL students from low income families. Provided IT support and assisted with administration workload including student admissions and volunteer recruitment. Installed and maintained a solar powered water pump to enhance access to clean drinking and garden water on the school's campus.

SKILLS

IT Technical Support, Network Administration, Online Marketing, Search Engine Optimization, Data Entry/Analysis, Copywriting, Private Tutoring, Quality Control, Shipping/Receiving, Accounts Receivable

SOFTWARE & PLATFORMS

Java & Javascript (expected 10/2022), Adobe Photoshop, Microsoft Access, Outlook & Excel, HTML & CSS, Quickbooks, UPS Worldship, Shipstation, Lingo, Amazon Seller Central, eBay Seller Hub, CAKE POS Software

REFERENCES

Available upon request
