

JONATHAN PATRICK WARD

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PROFESSIONAL OBJECTIVE

I am interested in exploring opportunities to pursue a career in an organization that will utilize my skills, and experience in the retail industry.

SUMMARY OF QUALIFICATIONS

- More than 10 years diverse experience in customer service.
- Strong oral, written, and communication skills. I work, and communicate effectively with all levels of personnel.
- Experience performing supervision responsibilities including, training, planning, scheduling, and coordinating of personnel.
- Receiving supplies, managing inventories, and maintaining records.
- I maintain excellent organizational, and problem solving skills. I have the ability to rapidly acquire, and apply new skills.
- I am detail oriented, strongly motivated, and reliable.

PROFESSIONAL EXPERIENCE

ANALYSIS TECHNICIAN

Enviromental Testing – Broomfield, Colorado

2000-2002

Performed analysis on various types of automobiles.
Responsible for maintenance of statistical reports.
Customer service relations, and cash handling.

STORE MANAGER

Salvation Army - Boulder, Colorado

1998-2000

Responsible for management, and maintenance of store.
Compiled, and produced modified cash statements.
Created inventory for all finished goods.
Training, scheduling, and coordinating of personal.

CUSTOMER SERVICE REPRESENTATIVE

Rocky Mountain News – Denver, Colorado

1997-1998

Responsible for maintaining high levels of customer service.
Receiving, and completing customer orders.
Extensive telephone communications with customers.

WAREHOUSE SUPERVISOR

Hunter Douglas Corporation - Broomfield, Colorado

1994-1997

Responsible for packaging, and shipping of customer orders.
Receiving supplies, managing inventories, and maintaining records.
Industrial assembly and rail cutting to complete orders.

OPERATIONS MANAGER

K-Mart Corporation - Thornton, Colorado

1988-1994

Supervision responsibilities included, training, planning, scheduling, and coordinating of personal.
Receiving supplies, managing inventories, and maintaining records.
Warehouse production, store sales, cash handling, and store layouts.

(references available upon request)