

James Job

Powell, OH 43065

jjfootball08@yahoo.com

614-530-9119

Adaptable, coachable, team-oriented worker, with an understanding of individual accountability and its role in organizational success. Strong oral and written communication skills and ability multi-task/ manage multiple projects to completion in a fast-paced environment. Excellent organizational skills and proficiency in Microsoft Word, Excel, and PowerPoint, with previous experience in training new employees. Experience using electronic pallet jacks.

Willing to relocate to: Powell, OH - Columbus, OH

Authorized to work in the US for any employer

Work Experience

Processor

Copart, Inc - Columbus, OH

September 2019 to February 2020

scanning in mail

- Taking phone calls regarding total loss answering questions, give claim updates
- Creating & Sending Total Loss Packets
- Initial Lien Holder calls (To get payoff information, Letters of Guarantee & other documents)
- Initial calls to owners (these are customer-specific tasks and it used to inform the owner of the packet that will be sent to them)
- Follow-up calls to owners/insureds to follow-up on needed documents or corrected documents needed
- Sending out revised packets to the owners as needed if documents are not received or deemed non-compliant
- Document Approvals deeming Documents complaint or void per state guidelines

Supply Chain Technician

OhioHealth - Columbus, OH

July 2017 to February 2018

Supply Chain Tech

- * Stocking and Reordering medical products for patients multiple departments and employees who work in that department, ensuring products are always stocked
- * Answering hospital employees questions about availability of items and or location
- * Helping hospital visitors answers on where certain locations are.
- * Answering phone calls (vocera) from associates, and tubing up medical supplies for patients.

Intern

Nippon Express - Columbus, OH

May 2016 to August 2016

- * Ensured incoming office and warehouse receivables were accounted for in accordance with company policy,

- * Responsible for placing truck orders with Old Dominion, Holland, & Dayton Freight for customers
- * Packaged outgoing product to Honda & Nissan plants, as well as retailers such as Walmart, Rite Aid, & Staples
- * Ensured appropriate labels and master labels for outgoing products
- * Utilized software packages: Aljex and AS400 for data entry and freight carrier quote management

Package Handler

Unloader - Columbus, OH
May 2015 to July 2015

Transported and stock incoming packages: semi-trailers to warehouse (875 pkgs/hr)

Driver Helper

Columbus, OH
November 2011 to January 2012

Delivered products to houses while driver organized packages for future deliveries

Education

Associates in Business Supply Chain Management

Columbus State Community College
September 2016

Skills

- Supply Chain
- SCM
- Peoplesoft

Assessments

Attention to Detail – Familiar

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/3bcd20c5c11e6fc940c78c8e54d4d8a9eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Only Searching for a Career where I can expand my knowledge. Not interested in sales (door to door) or commission jobs. Flexible with my schedule.