

Aaron Schaefer  
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Aberdeen, WA 98520

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### Summary of Skills

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MS Office	15 Years Customer Service	Supervised shifts
Strong Keyboarding	Multitasking	Problem Solving
Computer Repair	Effective listening	Hiring employees
Basic web design	Time management	Processing orders
Network Creation	Conflict resolutions	Forecasting sales
Maintain mainframes	Positive attitude	Basic bookkeeping
All windows platforms	Friendly	Inventory
Apple platforms	Improving customer service	Basic programming
Prioritizing projects	Cash handling	

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### Work Experience

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#### Manager/delivery driver

2007-2012

*Pizza Hut*

Forecast sales	Performance reviews	Phone sales
Scheduling	Delivered pizza	Promotions
Weekly reports, Inventory control	Training	In store sales
Managed meetings	Auditing	Cash handling
Hiring employees, interviewing	Time Managing	Payroll
Customer Service		

#### Tow Operator

2006-2007

*Grants Towing*

General mechanics, Lock outs, Tire change	Call center dispatcher,
Auto accident response	Auto club account handling
24 hours customer service	Cash handling
Invoicing, impounding, auctions	E-class, C-class, B-class vehicles

#### Network Technician

2005-2006

*The Chronicle News*

Maintain Network, T1 Lines	Installing network lines
Installing new computers under budget	Maintain multiple mainframes
Diagnostics, Trouble ticket software	Printed plates for press
File manager, Email	MS Office Applications
Apple and PC platforms	24-hour service

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### Education

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Business Management	Certificate of Completion	Grays Harbor College	2016
A+, Net = Certification	Certificate of Completion	BCTI	2002, 2002