

Colton Schoelkopf
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Attention hire manager,

I am interested in the position of Project Coordinator.

I currently work at Dynamic Collectors, Inc. as Project Manager and believe my experience, education, and skills qualify me for this position.

My daily duties at my current place of employment include leading any projects that the company has, monitoring the computer system, monitoring the phone system, assist with payroll, diagnose any technical issues with printers, fax machines, scanners, and I am the lead in all company statistics. Make any Adjustments to our company website. Assist in the legal department and data entry department when needed. Collect in an attempt to collect any debts when needed.

Some accomplishments and examples of duties:

I have taken the lead and streamlined 2 different departments and am working on others. With the streamlining I was able to research and determine the best vendors to contact outside of our company in order to decide which one was the best fit. I was able to find what the best companies were and able to get the best prices possible for any outside vendor work/usage. One department went from 8 employee's down to 1 full time and 1 part time employee. Another department I streamlined has gone from 4 full time employee's down to 1 full time and 1 part time employee saving the company a great deal of money. I was able to assign duties appropriately and escalate certain issues when needed in order to finish the projects in a timely manner. This was a tremendous money saver for the company and then we were able to adjust duties in order to prioritize work and assist in area's that needed more workers in those areas.

I developed our timecard system as well as policies and procedures for payroll. I was able to reduce the amount of time it took to do payroll in half by having a wide understanding of Microsoft Excel as well as dealing with Quickbooks, and Angove payroll. I assist in payroll and many of the finances dealing with outside vendors for the company which include inventory requests, and contract agreements. I would assist in the final approval of payroll to ensure that accurate and timely submission. I developed formulas in order to calculate the amount of overtime, time off available and used, and retirement. Trained and would assist any employee's with their timecard questions and issues.

My educational experience was highly applied statistics concentrated, along with computer science classes, and math. I took high level statistic classes along with many computer

programs that are statistics and financially based. I had to learn numerous different computer programs for medical uses, statistical uses, finance uses, insurance use, and computer science/programming. I am a quick and eager learner for anything new and love dealing with anything number related especially finances. I enjoy finding ways to best save and spend money and figuring the best possible ways and potential for specific expenditures.

Obtaining my degree in Mathematics with a concentration in Statistics I believe gives me the appropriate back ground for the current job opening. My coursework was very applied math/statistics focused. Most of my coursework involved real life numbers, spreadsheets and various other data. It gave me a well rounded education in order to prepare me for many different possible opportunities. I dealt largely with Microsoft excel, powerpoint, and word.

I am the lead when it comes to any connectivity issues with anything on our network including email, internet, employee card systems, fax machines, scanners, printers, and anything involved with Microsoft office product issues. I am highly knowledgeable in Microsoft excel, outlook, powerpoint, and word. We run on a windows 7 base and I am the lead person for setting up new computers and diagnosing issues with any current computers that are not running properly. As Project Manager I must make sure we are finishing jobs in a timely manner and due dates are met. I also provide technical support for our clients. We have a Client Site that I will communicate with clients via telephone or email and diagnose and resolve any issues they need help resolving. The company has been growing and implementing more work stations was a large project determining which vendors to choose and assisting in the wiring infrastructure within the building itself. Not only am I project manager and IT but have helped a great amount in payroll. I train other employee's on on any new computer softwares, or statistical related jobs/duites.

I thank you for your time and consideration for the position of Project Coordinator.

Four Professional References:

Crystal Wilson

Legal Dept Manager

360-269-6970

crystalwilson23@hotmail.com

Cody Ray

Student Counselor

360-219-5351

cray@chehalisschools.org

Tom Elder

Vice Principal of W.F. West High School

360-508-0363

telder@chehalisschools.org

Laura Santee

Legal Department

360-360-489-4549

Resume

Colton Schoelkopf

2332 Rice Road Chehalis WA, 98532
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Education

Bachelors degree: Mathematics with concentration in Statistics

Colorado Mesa University – Grand Junction, CO, United States

Finished my Degree in July of 2015.

High school Diploma, 2010

W. F. West – Chehalis, WA, United States

Received high school diploma in June of 2010. Graduated in the top 25 of my class with a 3.76 GPA while competing in football, basketball, and baseball.

Summary

Well rounded individual with knowledgeable in statistics, computers and computer programs Work well with others in a large or small team setting and on my own. I get jobs done in a neat, orderly, correct, and prompt fashion. Consistently meet deadlines. Excellent people skills and self motivator that gets along with everyone.

Skills

- high knowledge of Microsoft Excel
 - High knowledge of Microsoft powerpoint
 - High knowledge of Rstudio
 - High knowledge of Quickbooks
 - Leader
 - Knowledge of SPSS
 - team player
 - Windows 7
- Organized
Hard Worker
Outgoing
knowledge of CUBS
Microsoft office

Accomplishments

Developed a team rating for baseball to rate how well a team has done in a season for my senior project for my statistics degree. Created this rating using the statistics program Rstudio and data mining. Currently working on getting it published. Played baseball and paid for college on my own. Elected captain for baseball in college and high school and captain for football in high school.

Analyzed a department in order to streamline the department and cut cost while increasing productivity. Found ways to make the department efficient enough to replace two full time employees worth of work while also decreasing the risk of error.

Work Experience

Project Manager

September 2015 to Current

Dynamic Collectors Inc - Chehalis, Wa

Previous title - Business Systems Analyst

Lead of many different projects and monitoring that the team is hitting deadlines. Majority of projects in excel, quickbooks, and CUBS for different departments i.e. legal department, payment department, sales department, and directly for and with the owners. Tracking and updating spreadsheets and statistics for individuals and entire company. I.T. and computer programing monitoring in CUBS. Analyze different departments and developing / designing new and more efficient ways to do jobs in a quicker manner, with less risk of error. Managing many different team members in numerous projects at once. Contact many vendors in order to use other services and find the best product/company to assist our company/team to be more efficient. Majority of projects are IT based projects. Since starting have been a part of upgrading the phone system, and upgrading the computer server for the entire company. Also assist in payroll and many financial saving decisions and processes. Work in quickbooks daily for IT issues, requesting checks, making deposits, and doing reports.

Grounds Crew

May 2015 to July 2015

Tiara Rado Golf Course - Grand Junction, CO

Worked on the grounds crew. I worked with numerous different types of machinery. In a team atmosphere and in an individual setting.

Groundmen

June 2011 to August 2014

Lewis County PUD #1 – Chehalis, WA

Groundmen for utility company. Work with many different types of hand tools and power tools. Always in a team atmosphere. Responsibilities included putting together power poles, lifting heavy objects, getting tools and equipment for the linemen, driving work trucks to job sites, delivering material, organizing warehouse, and keeping warehouse clean.

Detail Assistant

June 2009 to August 2009

I-5 Toyota Scion -Chehalis, WA

Worked in detail cleaning cars inside and out. Also in charge of keeping the lot grounds maintained. Jobs included mowing lawns, weeding beds, edging, blowing the lot and keeping hedges trimmed.