

Aaron J. Allen

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PROFESSIONAL PROFILE

Responsible and methodical business professional with excellent problem solving capabilities seeking to provide a quiet behind the scenes approach to solving team complexity, while supporting the growth of the organization. Committed to accomplishing company goals by utilizing consistent follow through and interdepartmental collaboration.

SUMMARY OF QUALIFICATIONS

- Successful in learning and comprehending new systems
- Proficient in Microsoft applications
- Excellent verbal and written communication skills
- Professional work ethic
- Exceptional analytical and critical thinking skills
- Accomplished interpersonal skills

EDUCATION

Globe University – Minnesota School of Business, Elk River, Minnesota

April 2010-December 2012

Associate in Applied Science: Business Administration

GPA: 4.0

EXPERIENCE

United States Postal Service

Anoka, MN

June 2007-Present

Letter Carrier

- Organize and sort a variety of publications, letters, and parcels
- Drive a U.S.P.S. vehicle daily to deliver the U.S. mail
- Utilize critical thinking to determine the most efficient technique of daily tasks to maximize time
- Deal with customers on a daily basis to answer questions and promote the organization
- Fill out appropriate forms and documentation to make changes to customer accounts

ABB Inc.

Fridley, MN

April 2007-June 2007

Shipping/Receiving Clerk

- Pulled parts for assemblers to build products
- Drove forklifts to organize, load, and unload parts
- Assigned to keep accountability of all items in warehouse
- Used inventory control system program to monitor the inward and outward flow of products
- Worked with multiple departments to ensure all data collaborated

United States Marine Corps

Jacksonville, NC

June 2002-June 2006

Combat Engineer

- Managed and maintained over \$10 million worth of military equipment
- Instructed, supervised and evaluated the performance of 15 personnel
- Proven ability to work efficiently and effectively when dealing with ambiguity
- Prepared organizational charts, wrote official correspondence and maintained reports
- Accomplished in identifying and solving computer related problems
- Cataloged technical publications
- Constructed bridges by hand, consisting of panels weighing 385-675 lbs