

Jason E. Wheeler

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Principia College
Elsah, IL 62028
(618) 374-4405

- OBJECTIVE** To gain beneficial hands-on business experience while working in a goal-oriented team atmosphere.
- EDUCATION** Principia College, Elsah IL
B.A. 2002, Business Administration
GPA: 3.73 / 4.0
...Awarded Dean's Scholarship
...Spring Quarter 2001 Dean's List
- COURSE WORK** Financial Accounting, Managerial Accounting, Microeconomics, Macroeconomics, Business Statistics, Managerial Finance, Marketing, Management, Business Law, Management Information Systems
- COMPUTER SKILLS** Hardware: PC and Macintosh
Applications: Microsoft Windows, Word, PowerPoint, and Excel
- EMPLOYMENT EXPERIENCE**
- General Tool & Supply Co.**
Interim Inventory Manager
Summer 2000 -Processed and supervised Summer 2001 inventory
Winter 2000 -Maintained and updated inventory manifests
Summer 2001 -Overhauled company cataloging system
-Assisted in filling customer orders, shipments, and inter-company product transfers.
- Summer 1998
Summer 1999 **Coca-Cola Bottling Co.**
Product Merchandiser
-Created product displays following company specifications
-Maintained product stock and assisted in delivery at 6-8 area locations daily.
- ACHIEVEMENTS** 2001 Principia Football Captain
2000 Principia College Outstanding Lineman Award
1998 National Football Foundation Scholar Athlete Award
1998 Prairie High School Salutatorian