

Gregory Schiffmeyer



(513) 473-4679



Greg.Schiffmeyer@schiffyemail.com



3093 Pavlova Drive
Cincinnati, OH 45251

SKILLS

- * Microsoft Office
- * Adobe Creative Cloud
- * Customer Service
- * Digitally Proficient

EDUCATION

William Henry Harrison High School High School 1999-2003

Diamond Oaks Career Campus Office Administration 2001-2003

Cincinnati State College PC Service and Administration 2003-2006

EXPERIENCE

JTM Food Group 2000-2009
Grinding Room Lead

- * Analyzed Material and Product
- * Trained and Mentored Employees
- * Supervised Machine Performance
- * Catalogued Loss of Down Time and Material
- * Collaborated with management on performance and improvements.

Campbell Hausfeld 2009-2012
Customer Service Manager

- * Managed daily call center operations.
- * Approved time off requests and prepared staff schedules.
- * Provided initial training for each new call center project.
- * Ensured that rules of conduct were adhered to during each call.
- * Provided initial training for each new call center project.
- * Trained and mentored new customer service representatives, helping them become successful in their roles.

Hillman Group 2012-Present
Order Management Lead

- * Resolved and Document Held Orders
- * Monitored Aged Orders
- * Administered Email Orders Accurately.
- * Oversaw Orders in our Conexiom Auto System.
- * Captured Data From Power BI Reports
- * Interacted with Vendors on Aged Orders.