Thomas Cosgrove

113 Turkey Path Trail, White Haven Pennsylvania| (570) 371-8072 | Tscosy@gmail.com

Ambitious young professional with management, leadership, and organization skills seeking to develop a career in it.

--------------------------------------------------------------------------------------------------------------------- Education

● Holy Redeemer High School | High School Diploma 2013

● Luzerne County Community College | Current CIS Major

Experience

* 2021-2023| Senior Store Manager

**Fedex Office| 1013 West College St Bozeman, Mt 59715**

Take ownership of all store controls including but not limited to Standard Operating Procedures, financials, safety, security, scheduling and compliance with state and federal laws and system management through leadership and delegation

Independently prioritize and accomplish multiple leadership tasks within established timeframes

Coach and teach your team and ensure they have the tools and information needed to support company goals and perform their jobs

● 2020 | Operations Coordinator

**FedEx Ground| 99 Freeport Road Pittston, Pa 18640**

Provides operational support through coordination of the quality, service, and administration Performs process checks to ensure regulatory compliance.

Communicates with BC/AOs of independent contractors and independent service providers

● 2015-2020 | Operations Administrator II

**FedEx | 99 Freeport Road Pittston, Pa 18640**

Responsible for performing the clerical and administrative functions for any or all hub and station operational areas, including linehaul, records management, quality assurance and customer service.

Serves as a customer’s first line of contact for a variety of issues

● 2013-2019 | Sergeant - United States Marine Corps Reserve

  **United States Marine Corps | Postal Road Allentown, Pa**

0811 Field Artillery Cannon Crewman

Assistant Section Chief for howitzer section

Meritorious Corporal warranted 1 June 2016

Relevant Skills

● Leadership/Management skills and experience

● Organization skills

● Microsoft suite skills and experience