

Thomas Cosgrove

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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