JOHN VARGA

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Willing to relocate

PROFESSIONAL SUMMARY

Detail-oriented professional with a B.S. in Business Administration specializing in Logistics and Supply Chain Management from The Ohio State University and Six Sigma Green Belt certification. Proven strengths in operations management, process improvement, accurate documentation and record-keeping, customer communication, and data-driven decision-making. Experienced managing complex administrative workflows, ensuring procedural compliance, coordinating with stakeholders, and maintaining high accuracy under time-sensitive conditions. Eager to apply coursework in lean logistics, transportation management, warehouse operations, and forecasting to support efficient, compliant international air and ocean export operations.

EDUCATION

The Ohio State University – Max M. Fisher College of Business Columbus, OH

Bachelor of Science in Business Administration | Specialization in Logistics and Supply Chain Management

Relevant Coursework: Lean Logistics • Lean Management Systems • Logistics Forecasting • Building a Sustainable Supply Chain • Corporate Finance • Logistics Management • Transportation Management • Warehouse Operations

CERTIFICATIONS

- Six Sigma Green Belt – Simplilearn

PROFESSIONAL EXPERIENCE

Administrator and IT Specialist **2008 – Present**

Inservice Training Network

- Manage daily operations including process coordination, accurate record-keeping, documentation control, and ensuring smooth workflow in a customer-facing environment.
- Led restructuring of operations to improve digital accessibility and efficiency; implemented online service delivery and updated internal systems supporting process improvement.
- Handle client communication, sales coordination, and relationship management while maintaining high standards of responsiveness and service quality.
- Perform accurate bookkeeping, financial record maintenance, and data management, ensuring precision and timely processing of accounts and records.
- Design, develop, and continuously maintain the company website, demonstrating technical proficiency and strong attention to detail on digital platforms.
- Utilize Microsoft Excel, Word, Access, and related tools for data entry, reporting, and operational support; adapt quickly to new systems and technologies.

Manager and Bartender **2013 – 2017**

Plank's Café & Pizzeria

- Managed daily operations in a high-volume, fast-paced environment; coordinated staff, inventory, and customer interactions to ensure efficient workflow and consistent service standards.
- Demonstrated strong multitasking, organizational, and time-management skills while maintaining accuracy and composure under pressure; provided clear communication and reliable customer service.

Landscaper, Gardener, Handyman & Personal Aide **2005 – 2013**

Delivered consistent, high-quality service in time-sensitive environments; managed multiple concurrent responsibilities with strong attention to detail, reliability, and customer focus.

TECHNICAL & PROFESSIONAL SKILLS

Core Competencies: Operations Management • Process Improvement • Documentation & Record Accuracy • Customer Service & Communication • Data Entry & System Management • Organizational & Multitasking Skills • Attention to Detail • Compliance-Oriented Mindset

Technical Proficiencies: Microsoft Excel, Word, PowerPoint, Access • QuickBooks • Adobe Photoshop & Illustrator • Microsoft Windows & Linux • Website Development & Maintenance • Networking Fundamentals • Rapid adaptation to new software platforms

HONORS & LEADERSHIP

- Member, Sigma Alpha Lambda National Leadership & Honors Organization
- Member, Phi Sigma Theta National Honor Society