

# JONAS M. MASTERSON

329 Jefferson Rd. ♦ Oakland, CA 92540

510.340.5329

JM611@msn.com

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## PROJECT MANAGER

merchandise analysis / operations oversight / purchasing

Versatile Project Manager with an ideal blend of thorough educational background and proven, real-world execution. Brings clear understanding of growth objectives in relation to deadline cruciality. Life-long learner currently studying German and French languages. Organized and efficient leader with strengths in:

♦ STRATEGIC PLANNING	♦ RELATIONSHIP BUILDING	♦ TREND FORECASTING
♦ SUPPLY CHAIN LOGISTICS	♦ INVENTORY SYSTEMS	
♦ COMPETITIVE MARKET ANALYSIS		

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## EDUCATION / TRAINING

UNIVERSITY OF CALIFORNIA – SAN FRANCISCO

San Francisco, CA

MBA (Master of Business Administration) / 3.3 Overall GPA

2006

**Bachelor of Science, Operations Management**

- Extensive list of awards includes academic scholarships covering two full academic years, President's Award, Dean's List, Chancellor's List, and National Dean's List Biography.
  - Proficient in Dreamweaver, MS Office (with advanced skills in Word, Excel, PowerPoint, and Access), Lotus Notes, Microstrategy 8, and Cognos.
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## PROFESSIONAL EXPERIENCE

UNIVERSITY OF CALIFORNIA – SAN FRANCISCO

San Francisco, CA

**Professor (Part-Time), Operations Management**

2007 – Present

- Prepares and delivers lectures to students; evaluates and grades students' class work, assignments, and papers.
- Compiles, administers, and grades exams; develops course materials such as syllabi, assignments, and handouts.

BJ'S WHOLESALE CLUB

Oakland, CA

**Assistant Buyer / Analyst**

2006 – 2007

- Utilized Microstrategy 8 software to run reports on sales figures, trends, units sold, and gross profits.
  - Formulated cost-saving recommendations praised and implemented by company VPs and Buyers.
  - Negotiated new items and packaging with vendors; met with new vendors to discuss products.
  - Created plan-o-grams and salvage reports; initiated new SKUs; attended management meetings, establishing/maintaining relationships with vendors and general managers.
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## REFERENCES

JB'S WHOLESALE CLUB

**Buyer**

**John Biele**

510.655.6534

UNIVERSITY OF CALIFORNIA – SAN FRANCISCO

**Professor / Chairperson of MIS**

**Dr. Andre Webern**

510.999.9385