

**Alexander G. Hoffman**  
(904) 728-3512 • mr.ahoffman@icloud.com

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**EXPERIENCE**

**Chadwell Supply**  
*Territory Sales Manager*

June 2018 – Current

**UNF Housing Department**  
*Inventory Clerk*

February 2015 – June 2018

- Assists in the management of over \$450,000 worth of Housing and Residence Life Facilities Inventory and Tools.
- Pioneered, set up and maintained the departments receipt system.
- Tracks and manages the requests, transfers, and issuances of all Housing and Residence Life Facilities parts and supplies.
- Processes all purchasing documentation for Housing and Residence Life Facilities.
- Maintains all shipping and receiving records for Housing and Residence Life Facilities.
- Maintains all Housing and Residence Life Fleet Mileage and Maintenance logs.
- Plans and organizes inventory drop off and pick-up for Maintenance and Custodial staff members.
- Plans delivery and pick-up of Event Set-up equipment.

**UNF Housing Department**  
*Mailroom Assistant*

August 2010 - February 2015

- Managed and tracked all housing packages including logging and delivery to the proper recipients.
- Assisted in the development of an efficient, user-friendly mail processing system.
- Investigated all students mail related issues.
- Perform interviews and hiring of student workers.
- Plan workers schedules each semester.

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**EDUCATION**

**University of North Florida**  
*Coggin College of Business*  
Bachelor of Business Administration  
Major: Business Management  
Focus: Project Management

Jacksonville, Florida

Graduated 2019

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**MEMBERSHIPS and VOLUNTEER WORK**

- CPAC Member – September 2023 – Current
- Ashley Green HOA – President – August 2023 – Current
- The DONNA Foundation Volunteer with 100+ hours of volunteer work since 2014
- Program Director for the Jeff Galloway Running Program, Jacksonville Chapter.

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**CERTIFICATIONS & LICENSES**

- Licensed Fork Lift & Electric Pallet Jack Operator  
○ Cert #162568Z15S84757

October 2015-Current