

# JASON D. ROGERS

Atlanta, GA 30296

770.756.2901 - rogers.jason2003@gmail.com

## PROFESSIONAL SUMMARY

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Detail-oriented and highly professional administrative support specialist with over 5 years of experience supporting executive-level operations across finance, logistics, and customer service sectors. Known for outstanding organizational and communication skills, proactive problem-solving, and a high degree of discretion and accountability. Adept at calendar management, document preparation, interdepartmental coordination, and working under pressure in deadline-driven environments. Proficient in Microsoft Office Suite, including Excel, Word, and PowerPoint.

## SKILLS

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- Executive & Administrative Support
- Calendar & Email Management
- MS Office: Word, Excel, PowerPoint
- Time & Task Prioritization
- Document Preparation & Proofreading
- Professional Communication (Phone, Email, Chat)
- Cross-Functional Collaboration
- Discretion & Confidentiality
- High-Pressure Environment Experience
- Customer & Client Relations
- Microsoft Word
- Excel
- PowerPoint
- Google Workspace & Outlook
- Document Management Systems
- Typing Speed: ~70+ WPM (accurate & efficient)
- Virtual Meeting Platforms (Zoom, Teams)

## WORK HISTORY

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11/2023 to Current

### Customer Service Support

**FedEx Freight** – Atlanta, GA, USA

- Serve as the primary administrative liaison for logistics operations, managing freight documentation, scheduling, and customer communications.
- Maintain accurate records, reconcile financial transactions, and coordinate across departments to meet client needs under tight deadlines.
- Proactively resolve escalated client issues with professionalism and discretion.

11/2024 to 04/2025

### PT Teller

**Wells Fargo** – Atlanta, GA, USA

- Delivered high-quality customer service, performing operational tasks with precision.
- Supported branch leadership by managing confidential transactions and compliance tasks.
- Balanced competing priorities while maintaining a high degree of accuracy.

- 06/2010 to 09/2023 **Professional Athlete**  
**Major League Baseball**
- Demonstrated discipline, focus, and resilience in high-pressure environments.
  - Developed strong interpersonal skills and a results-driven mindset through collaboration and performance on a national stage.
- 02/2023 to 08/2023 **Client Service Associate**  
**E\*TRADE Financial** – Atlanta, GA, USA
- Acted as the main point of contact for high-value clients, managing sensitive financial inquiries and providing personalized service.
  - Collaborated with internal sales and investment teams to execute client requests and prepare presentations using Microsoft Office tools.
  - Maintained detailed records and followed up on client cases with professionalism and urgency.
- 01/2021 to 08/2023 **Supervisor of Operations**  
**LAZ Company** – Atlanta, GA, USA
- Led operations and administrative activities for a fast-paced service team.
  - Scheduled staff, managed timekeeping, processed reports, and ensured task completion under tight deadlines.
  - Acted as a liaison between senior leadership and frontline personnel, requiring a high level of confidentiality and communication skill.

## EDUCATION

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**Bachelor's Coursework: Finance**  
**Capella University** - Minneapolis, MN

01/2009 **Associate Degree**  
**Southern Union State Community College** - Wadley, AL