

JOHN ETLINGER

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Summary

Operations focused professional with hands-on experience in fast-paced environments where safety, coordination, and accountability matter. Strong academic background in sustainability, with coursework centered on environmental systems, resource management, and responsible operations. Interest in roles that apply environmental principles in practical, real-world settings, and known for consistency, reliability, and a strong work ethic.

Experience

HelixNY – Manhattan & Linden, NJ

Ground Operations / Guest Services | May 2021 - September 2025

- Provided safety briefings to large groups of passengers each day, ensuring procedures were clearly understood
- Assisted with dispatching and daily flight schedules to help keep operations running on time
- Helped train new employees on safety procedures and daily responsibilities
- Supported ground operations by coordinating passenger movement and enforcing safety standards
- Earned a raise based on strong performance, reliability, and consistent attendance

Paper Chase Paint & Wallpaper Co. – Clark, NJ

Operations & Customer Support | June 2018 – September 2020

- Assisted with deliveries and order coordination for home improvement projects
- Communicated with vendors, including Benjamin Moore, to support product fulfillment
- Tracked shipments and order details for purchases ranging from \$5000-\$10,000
- Worked directly with customers and supported daily sales goals

FedEx – Edison, NJ

Package Handler | May 2017 – September 2017

- Loaded and sorted packages while following safety guidelines
- Worked in a fast-paced environment to meet daily shipping deadlines

Skills

- Microsoft Excel, Word, and PowerPoint
- Google Docs, Sheets, and Drive
- Scheduling and dispatch support
- Inventory tracking and customer communication
- Safety awareness and compliance
- Team support and on the job training

Certifications

- OSHA Bloodborne Pathogens Standard (29 CFR 1910.1030) - October 2025
- OSHA Hazard Communication Standard (29 CFR 1910.1200) - September 2025

Education

Kean University, Union, NJ
Bachelor of Arts in Liberal Arts, Minor in Sustainability
Graduated December 2025 | GPA: 3.5