

Craig Ruge

E-commerce Sales Manager - Web Design - Social Media Management

Keyport, NJ 07735

craigruge@yahoo.com

+1 732 670 1932

Professional Summary

Visit me at www.craigruge.com

Willing to relocate to: Lincoln Park, NJ

Authorized to work in the US for any employer

Work Experience

E-Commerce Specialist

Today's Concepts-Edison, NJ

November 2019 to Present

- Managing Multiple websites/social media accounts and ecommerce stores, such as Amazon, Walmart, eBay, Shopify, Facebook Marketplace
- Purchasing merchandise from various vendors and auctions
- Troubleshooting their internal ERP, WMS systems and updating databases
- Managing Inventory, and online sales
- Overseeing the offsite customer service department
- Assisting warehouse staff to ensure orders are shipped on time
- Product Photography
- Web design and website Maintenance

Owner/Operator

Mondango LLC-Keyport, NJ

August 2017 to Present

Part time/ Freelance -

Sell Products on eBay, Amazon and Woo Commerce etc.....

Design and maintain websites

Setup and manage social media platforms

Video editing

Graphic Design

Millwork IT Specialist

FTLA Millwork-Keyport, NJ

January 2024 to February 2024

Maintained and Operated CNC machine

Manage Social Media Accounts

Built and installed Various Types of Cabinets and Furniture

Used CAD and other programs to design cabinets
Used Blueprint to construct Designs

Behavioral Health Technician

Discovery Institute for Addictive Disorders-Marlboro, NJ
July 2018 to July 2019

Behavioral Health Technician

Doing intakes of new clients

Providing Overnight Security duties

Monitoring Patients during all aspects of their daily routine

Transportation of clients to medical appointments and/or different levels of care in a company vehicle.

Doing paperwork and participating in various duties around the facility as needed

E-Commerce Associate /Product Lister- Webmaster

Mission Overstock-Freehold, NJ
September 2015 to April 2018

- Managing workers
- Listing Products Online On eBay, Amazon, Walmart, B-stock and other sites.
- Managing Inventory and updating Databases
- Developed company website
- Maintaining company website, E-commerce and Social Media Accounts
- Working in the Shipping department and in their warehouse

Taxi Driver/Dispatcher

Redbank Yellow Taxi car service-Red Bank, NJ
September 2011 to March 2015

- Worked as a Taxi driver
- Picked up and dropped off customers

Administrative Manager

Eco systems Fence Company-Old Bridge, NJ
2009 to 2011

Eco systems Fence Company

Job Title -Manager

- * Schedule appointments and manage fence crews
- * In charge of ordering materials and doing inventory
- * Supervise or apprentice other workers.

PRO-GRADE CONTRACTING

CONSTRUCTION FOREMAN / IT Tech-Keyport, NJ
2004 to 2009

Job Title - Construction Worker

- worked on hundreds of high-end residential homes though-out NJ
- Ensured that projects conform to building codes and regulations
- Used, clean and maintained various types of equipment.
- Supervise or apprentice other workers.
- Completed daily punch lists consisting of many different types of work

- Also Maintained their websites and computer databases

Landscaper/Groundskeeper

Lapulsa Landscaping-Bayonne, NJ

2004 to 2005

Drove to different jobsites and performed various landscaping duties.

Operated many different types of landscaping equipment.

Job Title - Boiler Maker

International Boiler Maker Association Local No.28

2001 to 2004

- * Assembled, installed, & repaired boilers, vats, & large vessels.
- * Followed blueprints to install large boilers in manufacturing plants.
- * Inspected & maintained boilers and updated components

Maintenance Crew Member

Bayshore wellness and fitness center-Hazlet, NJ

April 2000 to December 2001

- Maintained Equipment and machinery
- Performed janitorial duties throughout the facility

Receiving Clerk/Forklift Operator

Stop and Shop Supermarket-Keyport, NJ

September 1999 to September 2001

- Loaded and unloaded Trucks using forklifts and pallet jacks
- Restocked shelves
- Performed Janitorial Duties

Education

Associate in Computer Information Systems

Devry University

2005 to 2008

Apprentice in Welding

Boilermakers Apprenticeship - Bayonne, NJ

December 2001 to June 2004

development & graphic design

New Jersey City University

1999 to 2001

High school or equivalent

Bayonne High School

1995 to 1999

College Prep

Program

Skills

- Mechanical knowledge
- Microsoft Outlook
- Photography
- E Commerce
- IT support
- Digital marketing
- Databases
- Shipping & receiving
- Computer networking
- Copywriting
- Microsoft Office
- Google Analytics
- Marketing
- Microsoft Powerpoint
- Office experience
- Carpentry
- Construction
- Customer Service (5 years)
- Forklift
- Email Marketing (3 years)
- Warehouse management system
- Content creation
- Leadership
- Google AdWords
- Communication skills
- CCTV
- advertising (3 years)
- Web Design
- Pipeline
- WordPress (3 years)
- Administrative Assistance
- Roofing
- Supervising experience
- Maintenance
- Social media management
- Sales
- Technical support
- Basic math

- Microsoft Excel
- Patient observation
- Caregiving
- Fabrication
- Ebay
- Website (10+ years)
- Windows
- Graphic design
- E-commerce
- SEO
- Ecommerce (6 years)
- oil refinery
- Vendor management (3 years)
- Analysis skills
- graphic design (10+ years)
- Android (5 years)
- Management Experience (7 years)
- Organizational skills
- E-Commerce
- Web design
- Excel (10+ years)
- Oil & gas
- Adobe Photoshop (10+ years)
- Customer service
- WordPress
- Welding
- Woodworking
- Logistics (4 years)
- Data management
- Social media marketing
- HTML (2 years)
- Microsoft Word
- Adobe Photoshop
- Business analysis
- Warehouse experience
- Search Engine Optimization (SEO)

Certifications and Licenses

Driver's License

January 2020 to December 2024

Additional Information

SKILLS:

I have great management skills and extensive computer skills such as e-commerce, web design, graphic design, tech support, customer service and social media management.

Selling On multiple e-commerce Platforms

- Amazon, Walmart, Ebay, Etsy, Shopify, Big Commerce, Groupon Woo-commerce, Yahoo, Google, Facebook, etc.....
- Microsoft Office Including Excel, PowerPoint, Word Etc.....
- Warehouse Management Systems
- ERP systems
- Word press
- Photoshop
- Shipstation
- SEO and Social media
- Web Design
- Photography
- Computer Repair
- Tech Support