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OBJECTIVE

To obtain employment with a growth-oriented company that will allow me to utilize my existing technical skills, training and education in computer technology and marketing while contributing to the overall company's objectives.

COMPUTER/TECHNICAL SKILLS

Microsoft Excel '07

Microsoft Access

Typing 45 wpm

Microsoft PowerPoint '07

Graphic Design

Computer hardware and software

Installation

Microsoft Word '07

Network Administration

Word Press

EDUCATION

Diploma

Schoolcraft College

WORK EXPERIENCE

USPS

9/15-Present

Mail Carrier

- Sorted and delivered: lettered mail, magazines and packages with IR Scanners

AMAZON

12/15-2-16

Warehouse Associate

- Use quality control stations to ensure customer returns are correct then process the orders into inventory.

VITACOST

8/14-9/15

Warehouse Associate

- Used RF scanners to search quantity of product in the warehouse.
- Utilized carousels and packing stations to ensure proper quantity and quality of product to be delivered to customer in timely fashion under the SLA agreement of the company.

DELAWARE NORTH

8/13-6/14

Utility Food and Beverage Staff

- Responsible for changing kegs and maintaining wine and spirits stock in all on premise accounts in North terminal of Detroit Metro airport.
- Maintained the cleanliness of on premise accounts in North terminal of Detroit Metro Airport.
- Act as team relief when team members call off for vacations or PTO.

GATOR'S CAJUN COOKING

3/12 – 4/13

Insider/Delivery Driver

- Acted as prep cook. Preparatory work includes but is not limited to coleslaw, cooking and cutting rib tips, cutting and cooking yams, cutting and cooking potatoes, shrimp batter, flour chicken, make sauce cups, cutting vegetables for next day's menu.
- Acted as cashier, handling business transactions for retail chain including cash, check and credit cards.
- Responsible for taking customers orders and assisting the main cook in making and bagging/completed orders.
- Responsible for stocking front coolers.
- Responsible for maintain the cleanliness of restaurant.
- Responsible for promoting the restaurant at food and art festivals.
- Acted as delivery driver delivering orders within designated timeframe.

KOHL'S

10/11-8/13

Sales Associate

- Acted as cashier, handling business transactions for retail chain including cash, check and credit cards.
- Acted as credit greeter to sign up new customers for store credit cards.
- Met monthly quotas for new clients. Explained benefits or store credit cards.
- Acted as merchandiser for out of stock products including groceries and clothing.

GCPROMOTIONS, LLC

1/08 – 2/11

Account Manager

- Acted as Account Manager for RJReynolds, Ciroc, JC Cognac, Gran Centenario to ensure staffing and successful events.
- Acted as Brand Ambassador when talent called in.
- Maintained talent database and schedules.
- Sought and booked talent for on and off premise promotions.
- Confirmed execution of successful events and reschedule any event cancellations.
- Continually developed talent in difficult areas for future jobs.
- Participated in daily departmental meetings, weekly staff meetings, and quarterly talent trainings.

- *Prepared Booking Confirmation, and Agency Agreements for staff and clients.*

DAYTON JOB CORPS

1/07– 1/08

Computer Repair Trainee

- *Performed computer set up for new employees.*
- *Maintained new updates and firewalls on all systems.*
- *Performed troubleshooting for computer problems for employees as well as in call center.*
- *Installed hardware/software.*