**JOSHUA DEWELL**

309 S Flower Ave, Brea, CA 92821 ● (714) 397-6838 ● [joshuadewel@gmail.com](mailto:joshuadewel@gmail.com)

**PROFESSIONAL SUMMARY**

An accomplished, self motivated, dedicated professional with experience in customer service. Demonstrates solid interpersonal, communication, and problem solving skills with the ability to communicate with diverse groups, and leads by example in establishing a professional work environment.

**STRENGTHS & ABILITIES**

Multi-Phone Line Faxing/Copying/Filing Excellent Communication Skills Customer Service Excellence Microsoft Word/Excel Product Selling

Record Keeping/Confidentiality Time Management/Organized Motivated/Team Player

Leadership/ Team Building Client Care KIPU/ Best Notes

**PROFESSIONAL WORK EXPERIENCE**

Financial Preparation Services

2/2019 - 8/2019

**Sales Rep**

* Received inbound calls regarding student loan forgiveness programs
* Build rapport, and value with clients
* Explain program details, and options while verifying personal information
* Close clients while following compliance

JAT Consulting, Huntington Beach, CA 7/2018- 2/2019

**Collections Officer/Dialer**

* Place a minimum of 200 manual dialed outbound calls daily
* Make contact with employers and references of consumer, in an attempt to track down
* Supply references and consumer with the contact information to the firm
* Speak with client in regards to a voluntary resolution outside of court

Pinup Productions, California 10/2015- Present

**Stage Hand/ Touring Musician**

* Promote/ book/ and set up events
* Maintain positive and working relationship with bands and artists
* Network and promote via social media
* Help setup and breakdown stages

Solid Landings Behavioral Health, Costa Mesa, CA 6/2014 - 2/2016

**Support Staff/ Shift Lead**

* Attended to all client concerns and needs
* Made sure meds were distributed daily, and vitals were taken and logged every other day
* Ran process groups and morning meditations
* Made sure support staff completed their daily duties, as well as my own
* Cleaned facility and conducted room searches daily
* Performed UA testing three times a week
* Performed behavior and drug interventions
* Ran individual process sessions with clients when needed

**EDUCATION**

Illumination Foundation Job Readiness Training - ***Certificate Received*** 12/2013

S.C.E Wilshire Campus Academic studies - ***In Progress*** 11/2013