**JOE E. ROBERTS**

**1303 Darlene Way**

**Apt 302C**

**Boulder City 89005**

**Cell (608) 334-3565**

Through the thirteen years of experience in my chosen field of Electrical Distribution, I have

worked my way from Warehouse to Store Manager. I would like to continue along this career

path in Lighting to Project Management. I am a very outgoing individual with strong

communication skills and I thrive in high pressure situations. I work well on my own or as part

of a team, and look forward to my continued training and successes in this profession.

**WORK EXPERIENCE**

**Jan19– May20 CRESCENT ELECTRIC, Middleton WI Inside Sales**

*  Customer Service
*  Receiving, processing and pulling orders
*  Quick quotations
*  Special orders

**Feb 15 – Jan19 CITY ELECTRIC SUPPLY, Las Vegas, Nevada – Store Manager**

*  Manage four direct reports
*  Management of Branch Counter, Warehouse, and Inside Sales
*  Overseen 65% growth at 18% EBT
*  Lighting Quotations
*  Interpret Lighting Drawings and Specifications – Perform Takeoffs
*  Manage Lighting Rep relationships
*  Manage relationships with electrical contractors quotations people/departments
*  Manage Submittals

**May 13 – Feb 15 WESCO DISTRIBUTION, Las Vegas, Nevada – Lighting Specialist**

*  Lighting Quotations
*  Interpret Lighting Drawings and Specifications – Perform Takeoffs
*  Manage Lighting Rep relationships
*  Manage relationships with electrical contractors quotations people/departments
*  Manage Submittals
*  Manage and maintain Project Submittal Tracking Logs

**Jun 12 – May 13 WESCO DISTRIBUTION, Las Vegas, Nevada (Adecco Temp Agency) – VMI Manager**

*  Full-time project site material management
*  Procurement – stock replenishment
*  Assisted customer with specialty item orders
*  Coordination between customer, WESCO Las Vegas & WESCO Houston
*  Offered solutions for unique needs

**Sep 11 – Dec 11 U-LINE, Kenosha, Wisconsin (Manpower Temp Agency) – Dock Worker**

*  Loading and unloading of trucks
*  Managing special freight loads

**Feb 11 – Sep 11 A-1 MECHANICAL, Las Vegas, Nevada – Low Voltage Technician**

*  Data Programming
*  Data Communication and Phone Installation
*  Blue Print reading

**Mar 10 – Feb 11 FISHER PRECISE, Racine, Wisconsin – Stockroom Clerk**

*  Parts ordering
*  Keeping shelves stocked
*  Pulling of orders
*  International shipping
*  Cycle counts

**Sep 09 – Mar 10 LUCAS-MILHAUPT, S. Milwaukee, Wisconsin (Aerotek Temp Agency) – Ship Clerk**

*  Parts ordering
*  Keeping shelves stocked
*  Pulling of orders
*  International shipping

**Dec 08 – May 09 WESCO DISTRIBUTION, Broken Arrow, Oklahoma – Warehouse Manager**

*  Scheduling all deliveries
*  Inventory management
*  Pulling and packaging of all orders

**Aug 06 – Nov 08 WESCO DISTRIBUTION, Las Vegas, Nevada – Counter Sales**

*  Customer Service
*  Receiving, processing and pulling orders
*  Quick quotations
*  Special orders

**Jun 05 – Aug 06 CRESCENT ELECTRIC, Las Vegas, Nevada – Warehouseman**

*  Pulling orders
*  Packing orders
*  Cycle counting
*  Maintain inventory

Proficient in Excel, Word and Outlook. Very quick at learning any required software.

Personal and professional references available upon request.