

Joshua Dotson

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To obtain a challenging and responsible position that will utilize my skills and abilities. Where I can use my leadership, dedication and creative talents I have acquired through education and experience.

WORK EXPERIENCE

ballot inventory control

County of Riverside - Moreno Valley, CA - October 2015 to November 2015

Responsibilities

Ballot inventory control, warehouse duties, proofing machines and paperwork before the went to there election locations. Making spreadsheets and maintaining inventory of all outgoing election equipment and in-house stationary equipment.

Accomplishments

I learned alot about the election process and how many tasks are involved. I learned that you need a very detail oriented eye on everything that goes out a count of all equipment and paperwork and be able to proof read everything as it goes in and comes out.

Skills Used

Strong computer skills I tend to have a strong take charge attitude and forklift experience I used multiple counting methods and my proof reading ability I also have letters of recommendation from the chief deputy the assistant registrar and the warehouse management

delivery driver

oriellys - Riverside, CA - July 2013 to March 2015

Responsibilities

Deliver parts in a timely manner. Load trucks for delivery and pre inspect trucks prior to moving. fill put all necessary paperwork for customer and employer. interact with customers in both commercial and retail settings.

Accomplishments

92 hours of safety training. 4 new accounts.

Skills Used

operating forklift, pallet jack, company vehicle, customer service skills

Forklift Operator/Warehouse

premier staffing - Fontana, CA - February 2010 to April 2012

CA

Loading goods onto forklift in a systematic procedure. Follow proper handling procedure of the goods. Responsible for conducting regular inspection of the forklift to ensure its safety and ability of performing the operations. Assist in making pallets of goods and materials to put on trucks for transportation. Maintain and work according with the Occupational Safety and Health Administration norms. Verify the loaded material

with the order form given. Coordinate work with the warehouse staff and efficiently carry out orders of the supervisor. Check, count and weigh inventory.

Tire Technician/General Maintenance

Big O Tires - Anaheim, CA - May 2010 to June 2010

Install, balance, repair and rotate tires. Stud tires for snow, repair run-flat tires, retread worn off-the-road tires or complete other specialty tire work. Identify and inflate tires correctly for the proper size. Remount wheels onto vehicles, raise vehicles using hydraulic jacks, locate punctures in tubeless tires and reassemble tires onto wheels. Replace valve stems and remove puncturing objects. Test experimental and sample production tires to determine strength, cause of failure and wear ability.

Driver/Maintenance

EarthLimos - Las Vegas, NV - February 2009 to April 2010

Pick up customers at predetermined locations and times. Transport customers to their destinations of choice during the entire time of reservation. Assist passengers in the handling of luggage and large packages. Educate passengers with regard to local information. Ensure that the limo is clean, has ample fuel, and is properly maintained. Maintain a log of all trips made detailed with tip/customer payment information.

equipment operator

Inland Cold Storage - Riverside, CA - January 2007 to January 2008

Responsible for loading and unloading bulk produce to and from trucks. Ensure product is labeled and shipped in a timely manner. Process inventory reports and damage reports to maintain accurate amounts of productivity.

Dispatcher

Expedite Towing - Las Vegas, NV - June 2006 to January 2007

Monitor personnel and equipment locations to coordinate service and schedules. Schedule or dispatch drivers appropriate locations, according to customer requests, specifications, or needs, using radios or telephones. Prepare daily work and run schedules. Relay work orders, messages, or information to or from drivers and/or supervisors using telephones or two-way radios. Record and maintain files or records of customer requests, work or services performed, charges, expenses, inventory, or other dispatch information. Receive or prepare work orders. Arrange for necessary repairs to restore service and schedules. Order supplies or equipment and issue them to personnel.

carpet tech

citywide carpet - Las Vegas, NV - January 2005 to January 2007

Responsibilities

Pretreatment or scrub carpets, run truck, spot clean, lay new padding, patch, flood damage ,tile and grout cleaning aswell

Accomplishments

Learned new things different techniques always a challenging job always meeting new people very rewarding.

Skills Used

Customer service,different cleaning techniques,how to patch,pull koolaid stains also how to dye carpet and spot dye and mix the dye

ADDITIONAL INFORMATION

HIGHLIGHTS OF QUALIFICATIONS

Adaptable and versatile under adverse situations and deadlines. Work well alone or with others. Keyboarding at 45 w.p.m. Possess a valid California driver license and forklift operator license. Excellent organizational skills, dependable and hardworking. Knowledge of office equipment, WordPerfect and Microsoft Office. Successful completion of the national curriculum of the American Heart Assoc. for the BLS for Healthcare providers (CPR & AED) Program.