

# JOE HUTCHINSON

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11400 NE 132nd St #S-204, Kirkland, WA 98034

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## SUMMARY

Divisional Manager with over 6 years of experience with team leadership & development. Skill set includes project management, team building, employee support, interdepartmental communications, training, planning and strategy. Passion for solving problems and finding lasting solutions to improve productivity and create success. Goal oriented, results driven and professional.

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## SKILLS

- Training and development
- Quick learner
- File/records maintenance
- Microsoft Office
- Project management
- Proficient in written & verbal communication
- Change management

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## EXPERIENCE

### ATG STORES/THE MINE/LOWES

Kirkland, WA

#### Divisional Manager

11/2011 to Current

Developed & maintained the Content Lighting team.

Trained, coached and mentored employees.

Managed projects daily & delegated priorities to meet deadlines.

Planned and executed special projects with the management staff.

Successfully strategized methods to improve efficiency & productivity of team.

### ATG STORES

Kirkland, WA

#### Content Product Specialist

07/2007 to 11/2011

Data entry & product information maintenance.

Communicated with manufacturers to ensure the accuracy of data.

Assisted the manager with training & developing employees.

### SOUND TRANSIT (CONTRACTED THROUGH SECURITAS)

Seattle, WA

#### Parking Network Coordinator

02/2006 to 07/2007

Developed a parking enforcement program for park & ride and train station sites.

Maintained a database of parking infractions.

Notified individuals of parking violations.

Attended & spoke at court hearings on behalf of company.

On call 24/7.

### MACERICH

Redmond, WA

#### Security Officer

07/2003 to 01/2006

Patrolled the grounds and responded to incidents.

Daily reports and record keeping.

Notified authorities of criminal activity.

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## EDUCATION AND TRAINING

### BACHELOR OF ARTS: ENGLISH/COMPARATIVE LITERATURE

2003

University of Washington, Seattle, WA, United States

Graduated with distinction in 2 degrees

Recipient of the Herman S. & Dorothy B. Lederman scholarship in 2002

Dean's List consecutively from 1998-2003

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## ACTIVITIES AND HONORS

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Phi Beta Kappa