

Joshua J. Jobseeker

WEB DESIGNER

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SKILLS SUMMARY

Operations Management

Logistics

POS Systems

MS Office-WIN/XO

Adobe Suite

AutoCAD

Social Media

Event Planning

Digital/
Print Media

MILITARY EXPERIENCE

92A Logistics
United States
Army

2007 - 2010

Detroit
Grand Prix
Association
Member

CAREER PROFILE

Over three years of experience in Communications and Digital Media. Skilled in creating web content that was distributed to over 5,000 recipients. Maintained Social Media; including Facebook, Instagram, Twitter and Constant Contacts. Proficient in organizing and leading marketing teams.

WORK EXPERIENCE

Board Officer (Secretary) 05/2013 - Present

Sankofa Life Learning and Wellness Center 501(c)3 Detroit, MI

- Assisted in Developing innovative programs based on analysis of community needs
- Created and maintained web content for events, programs and classes
- Prepared monthly written and oral reports about organization's progress
- Responsible for recording and maintaining Board meeting minutes

Operations Manager /Delivery Coordinator 01/2013 - 12/2015

Golden Ray Inc. DBA the Water Station/Healthy Soul Natural Detroit, MI

- Maintained productive relationships with vendors
- Administered employee paychecks and statements of earnings and deductions
- Prepared and processed purchase orders of wholesalers
- Coordinated pricing, scheduling, sales and payment processing of company products

Subscriber Advisor 02/2012 - 09/2012

General Motors-On-Star Charlotte, NC

- Effectively addressed 100's of inbound and outbound customer calls daily
- Assisted in responding to emergencies first hand from remote location
- Exceeded monthly subscription sales for OnStar services

Assistant Manager 07/2011 - 02/2012

Radio Shack Charlotte, NC

- Completed all cleaning, stocking and organizing tasks in assigned sales area
- Contributed to team success by exceeding team sales goals by 25%
- Maintained knowledge of current sales, promotions and policy's

EDUCATION

Communications/PR Bachelor's Degree Anticipated Graduation 2018
Rochester College Rochester, MI

Industrial Technology Associates Degree 2007
Alabama A & M University Huntsville, AL

Computer Aided Drafting Certification 2005
Golightly Career & Technical Center Detroit, MI

