

Joshua J. Jobseeker

OPERATIONS MANAGER

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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 Contact. 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
Rochester College

Bachelor's Degree

Anticipated Graduation 2018
Rochester, MI

Industrial Technology
Alabama A & M University

Associates Degree

2007
Huntsville, AL

Computer Aided Drafting
Golightly Career & Technical Center

Certification

2005
Detroit, MI