Joseph Tolbert
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Boulder, Colorado 80304
773-690-9888
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Qualifications:

- Enjoy working with and meeting all kinds of people
- Have excellent communication skills
- Dedicated and meticulous
- Responsible, honest, clean, hardworking and fun

Experience:

Delivery Driver/Kitchen Assistant/Buffet Designer — Chicago, Illinois
Tristar Catering — 2012 to 2013

- Prepared food and assisted chefs
- Adhered to principles of sanitation and safety in handling food and equipment
- Reported any safety concerns immediately to company management
- Delivered, set up, and broke down food and drink buffet tables

Delivery Driver/Customer Service Representative — Chicago, Illinois
Greener Cleaner — 2011

- Worked customer service counter and cash register
- Assisted customers in a professional, polite, and prompt manner
- Picked up and delivered clothing items to customers all over the city

Sandwich Maker/Barista — Chicago, Illinois
Snarf's — 2010 to 2011

- Prepared various, toasted sandwiches and espresso drinks
- Assisted cooks and kitchen staff with various tasks as needed

Barista — Chicago, Illinois
Starbucks — 2007 to 2010

- Practiced excellent customer service and exceeded sales goals
- Crafted drinks to standard or customer's specifications
- Informed customers about the differences among coffee beans and home brewing methods
- Maintained cleanliness and functionality of cafe

Office Clerk — Glenview, Illinois
Aon Insurance — 2007

- Performed data entry, record keeping, filing and various clerical work

Automated Logistic Specialist — Ft.Bragg, North Carolina
U.S. Army — 2003 to 2006

- Ordered and inventoried repair parts for Black Hawk helicopters
- Produced monthly spreadsheet reports on Excel for superiors
- Answered phones and communicated regularly with supply chain

Education:

Methodist University — Fayetteville, North Carolina
2005

- Majored in History and minored in Music
- Maintained a 3.92 grade point average

References:

Sunny Kim	505-385-7151
Gamal Forbes	804-605-2205
Matt McLoughlin	215-480-5498