

# Joshua Griffin

## Assistant Manager

Broomfield, CO  
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### WORK EXPERIENCE

#### **Assistant Manager**

C&R Cleaning Services - Erie, CO - July 2014 to February 2015

80516  
Debbie Chavez  
720-877-4356

Assist in overseeing daily cleaning operations in 300,000 sq. ft. facility. Assist owners with cost containment, supply ordering, employee scheduling and daily concerns/issues.

#### **Selector**

Safeway - Denver, CO - April 2013 to September 2013

Pull and load semi-trucks with store orders and supplies with a minimum requirement of picking (pulling) 400-500 items per shift.

Organized and stacked pallets up to 7', loading full pallet onto trailer for distribution to stores.

Reason for leaving: Decrease in hours due to being overstaffed. Since it is union, seniority received the hours, leaving little to no hours for new employees

#### **Scanning Technician**

Peak Imaging Group LLC - Denver, CO - August 2010 to April 2013

12445 E 39th Ave, Ste 207  
Denver, CO 80239  
303-731-5733

Betty Hernandez/Faith Kostreva - Supervisor

Operate up to four high-speed scanners converting paper documents into digital documents. Index document and files according to customer specifications. Meet or exceed company daily quota for output.

#### **Lane Inspector**

AirCare Colorado - Boulder, CO - November 2012 to February 2013

Boulder, Colorado  
303-938-4035

Debbie Wagner - Manager

Inspect an average of 100 cars per day for Colorado emission standards using specialized testing equipment. Quality Assurance inspections on lanes, dynes, cvs hoses, probes and other testing equipment.

Reason for Leaving: In search of better pay & benefits. Looking for employment with long term potential and opportunity to advance.

#### **Manager**

Energy Excel (Kiosk) Flatiron Crossing Mall - March 2009 to August 2010

Kiosk Manager. Manage kiosk and commission sales team selling energy bands to customers shopping in the mall. Responsible for weekly sales quotas, inventory control, compensation payments. Personal sales averaged \$4,000.00 monthly. Salary + Commission.

Reason for leaving: Company closed in Colorado due to other non-producing kiosk in other malls.

### **ImageDoc - Warehouse Assistant - Microfilm Technician**

Doc Store Inc. /ImageDoc - 2008 to 2009

Warehouse manager handled incoming materials, organization of material within the warehouse, distributions of materials to proper staff members as assigned on company's distribution log. Pulled and refilled documents as required with check-out/check-in. Lifted 50# plus pounds, operated manual pallet jack and assisted in final document destruction of legal documents.

Microfilm Tech: Converted microfilm media from the U.S. Army Corps of Engineers into digital images. Maintained compliance logs while meeting companies standards for microfilm conversion. Exceeded company's timelines for completion while meeting quality control regulations and company requirements.

Colorado Shredders Inc. (subsidiary of ImageDoc)

Assisted customers with documents and materials brought in for secure shredding.

Weighed material for pricing, prepared required document, collected payment, and provided receipts.

Reason for leaving: School

### EDUCATION

DeVry University

2014

Arapahoe Ridge High School - Boulder, CO

2012

### ADDITIONAL INFORMATION

Computer Skills:

Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Transportation:

Own reliable car