

Joseph W. Duh
110 Madison Avenue
Hobart, IN 46342
Home (219)963-6160
Cell (708)439-1720

Objective: To secure a challenging position in a well-established, fast-paced, competitive company where I can utilize my skills and contribute to the company's success.

Experience

Jack of all Trades
Hobart, IN

Owner/Operator

August 2009-present

- General handyman work.
- Landscaping and snow removal.
- Painting.

Glenview School District #34
Glenview, IL

Network Technician (summer help)

June 1, 2009 to August 25, 2009

- Break down and haul away equipment in multiple schools.
- Installation of all audio/visual aid equipment.
- Basic upkeep and maintenance of school properties.

During my time with the Glenview School District, I enhanced my knowledge of the latest audio/visual equipment. I developed the necessary skills to repair and install many different machines. I broadened my learning experience through an extensive hands on approach.

Initial Security/Allied Barton
Merrillville, IN

Security Officer

July 2006 to May 2009

- Safeguard all entrances into and out of the steel mill.
- Record incoming and outgoing personnel.
- Protection of mill grounds and personnel.

As a security officer with Allied Barton I learned to work as an individual. I was responsible for making on the spot decisions concerning the safety of the steel mill and the people inside the mill grounds.

Paul's Garage Doors
Palos Hills, IL

Warehouse Supervisor

January 1990 to June 2006

- Received, stored, and issued all tools and merchandise; verified receipt of items on invoices; filled orders; issued supplies; inventory of stock.
- Supervision of other warehouse employees.
- Loading/unloading of work trucks; forklift operation; general cleanup and maintenance of the warehouse.
- Customer Service.

With my career at Paul's Garage Doors I developed all of the skills necessary to lead a team. I took the time to not only learn how to lead my warehouse team, but also to learn all the other aspects of the business, including the installation of garage doors.

Skill Development

I have learned many things from these jobs. I have learned to work in a team environment and how also to work as an individual. I have interacted extensively with the public and learned how to respond to many different types of people. Lastly, I have developed my interpersonal skills by talking to and problem solving with customers and coworkers.

Education

- International Correspondence Schools
Scranton, PA

Certificates- Restaurant/Hotel Management & Electronic Technician

- Moraine Valley Community College
Palos Hills, IL

Computer Programming