

Joshua Cotner

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Multi-faceted worker with great experience in multiple fields, equally comfortable on a lift truck or in a kitchen environment. Always up for a challenge.

Authorized to work in the US for any employer

Work Experience

Blender / Production

The Tea Spot - Louisville, CO

May 2021 to Present

- Weighs and measures both dry and liquid ingredients for tea blend creation
- Responsible for receiving and quality control of ingredients
- Verifies proper work order requirements for multiple blends along with individual ingredients.
- Responsible for warehouse organization and forklift operation.

Reach Truck Operator / Freight Team

The Home Depot - Louisville, CO

November 2020 to March 2021

- Excels in a fast paced work environment while maintaining safety standards
- Responsible for unloading of shipments from distribution center by use of pacer unit
- Verified inventory documentation to ensure accurate counts
- Responsible for bulk overstock, placing pallets on both 12 and 16 foot racking.
- Certified for operation of reach truck, fork lift, pacer unit, order picker, and electric pallet jack
- Deemed eligible for transfer from Jacksonville, Florida to Louisville, Colorado based on work history and certifications

Reach Truck Operator / Freight Team

The Home Depot - Jacksonville, FL

January 2019 to October 2020

- Excelled in a fast paced work environment while maintaining safety standards
- Responsible for unloading of shipments from distribution center by use of pacer unit
- Verified inventory documentation to ensure accurate counts
- Primary equipment operator for bulk overstock, placing pallets on both 12 and 16 foot racking.
- Consistently exceeded metrics and decreased average unload time by fifteen percent.
- Appointed to New Associate Coach three months after hire date, assisted in onboarding and training of new hires
- Certified for operation of reach truck, fork lift, pacer unit, order picker, and electric pallet jack

Bartender

The Bayard Rooster - Jacksonville, FL

August 2013 to January 2020

- Responsible for opening and closing of bar, safe counts and inventory included
- Identifies, resolves, escalates or assigns routine incidents with limited direction
- Experienced in cash handling, drawer balancing, and taking payments
- Serves alcoholic beverages in accordance with company standards and state alcohol service requirements
- Accomplishes all running and end of shift side work; including ensuring work areas are stocked and ready for the next scheduled bartender to take over

Assistant Manager

Zaxby's Restaurant Company - Jacksonville, FL

May 2017 to October 2019

- Engages walk in guests promptly, personally and with the goal of opening the conversation and ensuring they feel welcomed
- Assists with training and restaurant education for new employees during onboarding
- Transaction processing for in store patrons / catering orders
- Ensures all food safety procedures are executed according to company policy and health/sanitation regulations.
- Performs opening and closing safe counts and store inventory when needed
- Operates cash register as needed while following all the company's cash handling policies and procedures, and maintains proper security of cash at all times

Screenprinter / Warehouse Associate

Great Atlantic Outfitters - Jacksonville, FL

January 2016 to May 2017

- Merchandise quality control with focus on inventory records and business growth
- Ensure proper labels and paperwork have been applied prior to releasing shipments
- Demonstrates knowledge of procedures, products, tools, and systems
- Operates warehouse machinery in accordance with established safety procedures as needed to maintain product flow and meet deadlines
- Completes daily opening and closing procedures/checklists in accordance with company policies; assists with maintenance requisitions

Education

High school diploma in Creative Writing

Douglas Anderson School Of The Arts

May 2012

Skills

- 95 WPM (10+ years)
- Customer Service (9 years)
- Microsoft Word (10+ years)
- Barback (5 years)
- Busser
- Bartending (7 years)

- Catering
- Food Safety
- Restaurant Management
- Kitchen Management Experience
- Assistant Manager Experience
- Reach Truck
- Order Picking
- RF Scanner
- Order Picker

Certifications and Licenses

Certified Forklift Operator

Assessments

Work style: Conscientiousness — Expert

April 2021

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Expert](#)

Cashier skills — Highly Proficient

April 2021

Counting cash, processing transactions, following written procedures, and attending to details

Full results: [Highly Proficient](#)

Work style: Reliability — Highly Proficient

April 2021

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

SKILLS

- Comfortable in fast paced work environments
- Food safety certified
- Works very well in team settings
- Experienced in Microsoft Office suite
- Can consistently type above 80 WPM without error
- Excellent oral and written communication skills with an emphasis on Customer Service
- Coachable and supportive of change to meet business demands