

Joshua Jordan

Arvada, CO 80004

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Summary

Proactive Supervisor with experience over 10 years overseeing accurate and efficient performance of daily tasks. Motivated team leader with experience safely operating equipment and enforcing company policies. Focused with attention to detail, exemplary communication and exceptional mechanical abilities.

Experience

October 2020 to Current

FedEx Express Louisville, CO

Delivery Courier

- + Coordinated parcel delivery using strong time management skills.
- + Communicated with dispatchers, management and fellow Couriers as to maximize the day.
- + Developed delivery route understanding to minimize late deliveries and pick ups.
- + Sorted parcels according to delivery route.
- + Maintained delivery vehicle with regular upkeep and basic repairs.

December 2016 to September 2020

Jordan's Building Center Wheat Ridge, CO

Inside Sales

- + Greeted customers and processed sales for all types of orders from stock to special orders.

- + Fielded phone orders with new and existing customers.
- + Cooperated with Vendors and Vendor Reps to ensure order accuracy and streamlined deliveries.
- + Managed order process including placing order, receiving order, coordinating delivery and handling/negotiating any set backs during sales process.
- + Devised strategies to grow customer sales in higher margin areas and accomplished double digit sales increases for 2 Large Accounts.

March 2013 to December 2016

Lowe's Arvada, CO

Pro Sales/Department Manager

- + Supported audit compliance to enforce department and stockroom controls.
- + Discussed strategic objectives to establish department priorities, mentoring staff with feedback and consistent follow-up.
- + Supervised Inventory levels and Managed Inventory Shrink through accurate counts and proper training of department personnel.
- + Conducted department walkthroughs to assess and remedy factors such as cleanliness, inadequate stock levels and poor merchandising.
- + Trained new employees in Job areas to improve sales expertise.

October 2009 to March 2013

Jiffy Lube Thornton, CO

General Manager

- + Managed 3 Different locations and increased sales and employee retention by proper training and clear direction.
- + Directed safety operations and maintained clean work environment to adhere to Company and OSHA requirements.
- + Performed scouting, hiring and training responsibilities.
- + Oversaw operations and managed budgets to help increase the companies profits through inventory maintenance and monitoring employee tasks and habits

Additional Information

Served 3 years in the United States Army. During my enlistment I served as a Squad Leader on a M6 Bradley Linebacker. I served 2 tours during Operation Iraqi Freedom and completed PLDC training.

Skills

- Safety behaviors expertise
- Hand tool operations
- Standard operating procedures understanding
- Customer service
- Supervision
- Deliveries

Education and Training

Westwood College of Aviation Broomfield, CO

Associate of Applied Science Airframe and Powerplant

United States Army Ft Bliss, TX

Primary Leadership Development Course

Federal Express Louisville, CO

Defensive Driving