

Joshua LeClair

Eagan, MN

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Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Associate

Ecig Xcape - Eagan, MN - 2015-09 - Present

Dispatcher

Champion Plumbing - Eagan, MN - 2016-06 - 2017-05

Schedule with home owners and assign work for plumbers on a daily basis

Come up with solutions to give customers the best option for their plumbing needs

Inside Sales

TRI-ED Distribution - Eagan, MN - 2014-09 - 2015-08

Responded to customer requests and needs as contacted. Cold called on a daily basis. Improved customer relations and built a solid portfolio of customers that I dealt with on a regular basis. Held hands-on demonstrations for customers and researched products to provide more information and make less work for the customers, thus improving the likelihood of making sales.

Quality Assurance Technician

ABRA Auto Body & Glass - Burnsville, MN - 2014-04 - 2014-09

Responsibilities

Tend to the assurance that each car that enters and leaves the lot is immaculate and without flaw. Tend to basic janitorial tasks, use power tools when needed, and use basic knowledge of PPE equipment to determine how to go about the task at hand.

Accomplishments

Our branch won the 2013 President's club award and ranked 9th in the country for our company. I contributed to this by helping to ensure that the small and minute details were tended to.

Skills Used

The main skills I use on a daily basis are aptitude, patience, and time management. Each car that enters the lot with the intention of being done the same day is made sure to do so.

Good communication is key in this job environment. If a car doesn't leave our location on time, it can result in a major loss for the week.

Host/Server

Ecumen - Apple Valley, MN - 2012-05 - 2013-06

Responsibilities

Worked in the kitchen and dining room. Spent majority of job preparing and serving food to the elderly residents, but also doing various janitorial tasks. Prepared refuse for containment and transport. Maintained cleanliness and integrity floors, bussed and sanitized dining utensils, restocked refrigerators, loaded and unloaded sanitary

equipment and products. Handled issues with receipt of goods and comparing order request. Familiar with mechanical trades.

Accomplishments

Learned valuable life lessons from the elderly residents through association.

I felt as though I had made an impact on their lives by learning about their experiences and indulging them on my aspirations.

Skills Used

Functioned in an environment where calmness and courtesy were key towards the betterment of the lives of senior citizens who lived in the residence. Learned to hone the arts of people skills, time management and stress management. Subordinate caretaker of building facilities. Dealt with loading and unloading supplies intended for use around the facility, worked dock area operating equipment, also attended to shipping and receiving commodities. Served as light mechanical repair and maintenance.

EDUCATION

Diploma in Welding Technology

Dakota County Technical College - Rosemount, MN

2015 - 2016

Eastview High School - Apple Valley, MN

2009 - 2013

SKILLS

Welding, Fabrication, Mathematics, MS Office, Prophet 21, Salesforce.Com, Blueprint Reading, GMAW, GTAW, SMAW