

# Joshua Newman

Kentwood, MI

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## Work Experience

### **Warehouse Associate** Elwood Staffing - Kentwood, MI

August 2021 to Present

- Organize daily work, prioritize work time and effectively manage deadlines for projects as assigned
- Work with all internal departments to answer questions relative to product, policies, and procedures
- Quality Control of incoming goods

### **Clerical/Administrative Assistant** Manpower - Ada, MI

February 2021 to July 2021

- Work with other staff to make sure procedures and products meet quality standards
- Maintain compliance, and satisfy customers
- Record results into Microsoft Office and show reports to Supervisors

### **Flight Attendant** Expressjet - Chicago, IL

October 2019 to February 2021

- Responsible for the safety of the passengers and flight crew on board the plane
- Conduct routine safety checks before and after each flight according to FAA standards
- Present and demonstrate to passengers on how to use the emergency equipment

### **Baggage Handler** Swissport - Grand Rapids, MI

March 2019 to October 2019

- Safely lift, load, unload, and transport baggage, mail, and cargo to and from aircraft
- Guide incoming and departing aircraft from the gate position
- Driving and operating ground equipment such as tugs, belt loaders, and tow tractors

### **Quality Assurance Specialist** Amway Manpower - Ada, MI

January 2018 to September 2019

- Perform quality check on finished products, components for defects, and correctly labeled
- Enter results from quality check on finished products into Starlims with JDE and CMX
- Respond to pages to collect raw samples and deliver them to Micro Lab in timely manner

### **Ground Crew** Chop Tree Service - Grand Rapids, MI

July 2012 to April 2019

- Remove fallen trees, stumps, limbs and related debris
- Operated tree trimming equipment such as chippers, dump trucks, and power tools such as chain saws
- Utilized proper safety precautions related to all work performed

### **Material Handler** Plastic Plate - Kentwood, MI

March 2013 to April 2017

- Load, unload, move, stack, and stage product and materials using a forklift
- Oversee the functioning and operation of open plant facility and related equipment
- Ensure inbound and outbound shipments are accurate and free of damage

**Site Supervisor** G4S Security - Grand Rapids, MI

July 2007 to August 2012

- Monitor my staff and employees by conducting patrols by foot or camera
- Assign areas for officers to patrol and present potential problems the officers should lookout for
- Lead periodic safety drills for the client's employees and patrons in the business