

# Joshua Hoffmeyer

Westland, MI 48185

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I am seeking a company I can grow with and use my experience and education to help the company meet and surpass its goals.

## Strength/Skills/Abilities

- Knowledgeable with the basics of Microsoft Word, Excel and Powerpoint
- Proficient in using shipping software including UPS Worldship & FedEx Ship Manager
- Ability to produce and edit audio and video
- Was certified to operate a forklift
- Confidently helping and learning from other team members
- Superior attention to quality, detail and organization

Authorized to work in the US for any employer

## Work Experience

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### **Warehouse Specialist**

Tech Tool Supply - Plymouth, MI  
October 2022 to January 2023

- Picked, packed and shipped customer sales orders and received all incoming product into inventory.
- Assembled multiple kits by combining a variety of warehouse items into one unit.
- Operated a laser machine which was used to engrave the company logo on the company product.
- Assisted with processing customer RMA returns and customer pickup orders.

### **Warehouse Supervisor**

MacFarland Painting, Inc. - Livonia, MI  
November 2021 to February 2022

- Held consistent organization of three separate warehouse locations.
- Ordered supplies through multiple vendors and monitored inventory levels on a weekly basis.
- Maintained twenty company vehicles for all their repairs, oil changes and auto claims.
- Coordinated all facility related work on our buildings as needed in a quick, timely fashion.
- Created internal shared word documents and excel spreadsheets.
- Handled all shipping and receiving on a daily basis.

### **Warehouse Operations Specialist**

Infotronics / Attendance on Demand - Northville, MI  
December 2015 to June 2021

- Shipped all daily sales orders, received all incoming inventory and then stored it in it's proper place in a proficient organized manner.
- Created RMA returns using a incident number ticketing system for customers to send product back and also assisted them with any other shipping related needs.

- Provided consistent and accurate inventory cycle counts on a daily basis.
- Helped organize and facilitate the company moving all warehouse equipment and inventory from one building to another in a smooth successful transition.
- Used "SAGE" and "Go To Assist" software programs to process receiving, inventory and customer related tasks.

### **Shipping & Receiving Lead**

Destination / Deluxe Rewards - Plymouth, MI

June 2013 to August 2015

- Received incoming product by inspecting, counting the items and verifying the paperwork accurately.
- Stored the product in it's proper location and then enter the quantities received into the inventory database.
- Picked, packed and shipped daily customer sales orders.
- Assisted with processing returns and adding items back into stock.
- Held yearly inventory counts as well as weekly cycle counts.

### **Customer Service Representative**

Minacs / Consumers Energy - Farmington Hills, MI

July 2011 to August 2012

- Assisted customers with outstanding customer service by helping them with their gas and/or electric services.
- Helped them specifically with making payment arrangements, reporting power outages and arranging appointments for gas leak inspections and appliance repairs.
- Sold appliance service plans to customers over the phone for a bonus monthly incentive.
- Used an "SAP" software program to verify customer accounts and make any needed adjustments to their accounts upon their request and eligibility.

### **Cook / Delivery Driver**

Mangia Pizza & Catering - Westland, MI

June 2009 to June 2010

- Created amazing pizza for the customers at the start of the shift and then cleaned and closed the store toward the end.
- Prepped other food items by using dough machine, cheese shredder, meat slicer and standard chopping and slicing.
- Made occasional deliveries in the local area.

### **Cook / Cashier**

Little Caesars - Livonia, MI

August 2006 to July 2009

- Worked in all areas of the store which included cashier, food prep and dishwashing.
- Made occasional catering deliveries in the local area.
- Trained for Assistant Manager and had extra duties of closing out cash registers and filling out closing paperwork and then creating bank deposits the following morning.

## Education

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### **College Degree in Radio Broadcasting**

Specs Howard School of Media Arts - Southfield, MI

June 2010 to June 2011

### **Basics in General Education**

Schoolcraft College - Livonia, MI

2008 to 2009

## Skills

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- Video Production
- Photography
- Video Editing
- Materials Handling
- Sage
- Logistics
- SAP
- Filming
- Pallet jack
- Heavy lifting
- Order picking
- Shipping & receiving
- Packaging
- Warehouse experience
- Forklift

## Assessments

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### **Work style: Reliability — Proficient**

August 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Retail customer service — Proficient**

August 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

### **Supervisory skills: Motivating & assessing employees — Proficient**

June 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

### **Customer service — Completed**

February 2022

Identifying and resolving common customer issues

Full results: [Completed](#)

### **Data entry: Attention to detail — Proficient**

March 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

### **Attention to detail — Proficient**

June 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Analyzing data — Proficient**

August 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

February 2022

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Warehouse safety — Proficient**

August 2022

Using safe practices in a warehouse setting

Full results: [Proficient](#)

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