

Joshua Hart

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S U M M A R Y

I am seeking a position where a strong work ethic, productivity, and efficiency are valued. I have a long history of company loyalty, going above and beyond for both customer and employer, and readily taking on additional responsibilities and challenges. I have nine years of retail experience that range from cash handling and customer service, to more advanced tasks like product management, training new employees, and departmental management. I have a strong interest in business and retail.

E X P E R I E N C E

Assignment Intake Specialist-Location Services

March 2020- Current

- Answered questions for clients and customers
- Entered and corrected form data for repossession orders
- Trained new employees by systems we used
- Kept clients up to date on lot closings and repossession statuses

Material Handling-Michigan Digitization Project

February 2018-February 2020

- Ensured the proper loading and unloading of material being brought in and out of the site.
- Checked the quality of materials well on site to make sure they were up to scan standards.
- Made sure that books remained in the correct order and locations when being returned to the schools.
- Made sure materials were back safely and securely on the return trips back to the schools.
- Helped with the training of new employees.

Certified Photo Tech/Shift Lead - Walgreens Drugstores

January 2014 - February 2018

- Experienced at three separate locations under different management styles
- Took the lead in maintaining photo lab efficiency by taking on training in the lab, Reworking the way supplies and orders were organized.
- Put in charge of maintaining the availability of photo lab stock
- Instructed customers on the use and operation of the photo kiosk
- Was solely responsible for floor training of new employees
- Responsible for general maintenance and stock merchandising
- Moved and unloaded heavy crates and boxes frequently throughout the day

Overnight Customer Service Representative - Speedway LLC

April 2012 - December 2013

- Solely managed store during overnight hours
- Effectively placed orders and received deliveries
- Cleaned and maintained all food equipment
- Organized and stocked shelves and coolers
- Ensured cleanliness and preparation for daylight hours
- Provided friendly and effective customer service

Front-End Representative & Host - Big Boy Restaurants

May 2011 - March 2012

- Effectively distributed customer base among wait staff
- Acted as secondary server during heavier hours
- Solely in charge of stocking, organizing, and preparation of dessert case
- Helped provide a pleasant dining experience even during high-volume hours

- Effective in the organization of receipts, and orders for management
- Additionally responsible for the placement and delivery of takeout orders
- Integral in the cleanliness and maintenance of the restaurant itself

Education- Southern New Hampshire University

2021- 2025

- Studying Creative Writing specializing in fiction

SKILLS

- Trained in department management
- Skilled with computer hardware and software
- Experienced with Microsoft Office
- Knowledgeable of various photo machinery and software
- Practiced in accurate cash handling
- Practiced in public speaking
- Versed in sales and merchandising
- Over nine years of customer service