

Joseph A. Bowman

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CAREER OBJECTIVE

To secure a challenging position within a company that will allow me to develop my skills and abilities and offer upward mobility.

WORK EXPERIENCE & SKILLS

- Excellent customer service skills, administrative/executive assistant skills
- Team player, hardworking, enthusiastic, self- motivated
- Enjoy being around people, very positive attitude
- Excellent Clerical work (copying, faxing, etc.)
- MS Word, PowerPoint, Excel, Internet (trained in all Microsoft Software)
- Food Service, Dishwashing, Catering, Inventory, stocking food closets.
- Event Setup/Breaking Down & Setting Up for Special Events
- Food serving for homeless, preping food, Cooker
- Construction work (building/maintenance/repair) Accustomed to a fast
- Accustomed to a fast paced working environment
- Warehouse work (stocking, inventory control/Forklift certified/licensed)
- Heavy lifting (50- 100 lbs)/Very professional/Detailed oriented
- Walk up to 25 miles a day
- Able to work flexible hours, punctual

Employment History

June 2012 - Present	Overton Security Sacramento, CA <i>Security Guard/Executive Guard</i>
August 2006 – June 2011	California State Senate Sacramento, CA <i>Special Service/Catering to Government Officials/Security</i>
June 2003 – April 2005	Med Clinic CHW Foundation Sacramento, CA <i>Cafeteria food Service,, Cook, Dishwasher</i>
December 2000 – March 2003	UC Davis Hospital Sacramento, CA <i>Medical Distributor/Materials Management/Warehouse</i>

Education

March 2009 – Sept 2011	University Of Phoenix, Sac CA	Criminal Justice
September 2004-March 2006	Consumes River College, Sac CA	Fire Tech