

Joseph A. Bowman

**6814 Chevy Chase Way
Sacramento, California 95823
(916) 391-1898hm (916)835-5298 cell**

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 orinated
- Walk up to 25 miles a day
- Able to work flexible hours, punctual

Employment History

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| 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 Goverment Officials/Security</i> |
| June 2003 – April 2005 | Med Clinic CHW Foundation Sacramento, CA <i>Cafeteria food Service,,Cook, Dishwahser</i> |
| December 2000 – March 2003 | UC Davis Hospital Sacramento, CA <i>Medical Distributor/Materials Management/Warehouse</i> |

Education

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