# JOEL LEE

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## Experience

#### Warehouse Manager at Concrete Collaborative | San Marcos, CA

Jan 2018 - Present

I oversee the entire operation of Concrete Collaborative's primary warehouse. Over the past 6 years I assisted in establishing all 3 of the company's factories in Southern California. I was one of their first employees in 2012 when they established their manufacturing in the U.S.

Responsibilities include -

- Overseeing the delivery of the company's products from start to finish
- Loading 4 to 5 semi-trucks per week
- Creating a bill of lading for every job
- Ensuring each crate is up to company standards for delivery
- Maintaining a clean and organized warehouse
- · Responsible for the maintenance and upkeep of the warehouse forklift, work truck, mixer, and more
- Consistently keeping warehouse inventory accurate and up to date
- · Communicating with employees, truck drivers and customers on a consistent basis
- Meeting with clients when necessary to solve problems and execute quality control
- Making local deliveries when necessary

#### Supervisor at Concrete Collaborative | San Marcos, CA

Jan 2014 - Jan 2018

- Oversaw the manufacturing of the company's products
- Delegated necessary tasks to various team members
- Cut, ground, and poured various concrete products
- Constructed crates for the products to be delivered in
- Efficiently handled the use of forklifts in executing jobs

#### Employee at Concrete Collaborative | Oceanside, CA

May 2012 - Jan 2014

- Worked with other team members in the manufacturing of the company's products
- Cut, ground, and poured for various concrete jobs
- Constructed and maintained molds for the creation of the products
- Built crates for the products to be delivered in

#### **Event Security** at Contemporary Services Coporation | San Diego, CA

Nov 2011 - May 2012

• Worked as security for a variety of events throughout Southern California

### Education

#### University of Southern California, San Diego I classes in Web Development

July 2018 - Jan 2019

- Starting night and weekend classes at the end of July
- Aiming to gain experience in web development to aid in future positions and give myself a competitive edge in my career
- Will train in HTML5, CSS3, JavaScript, Java, jQuery, Bootstrap, Express.js, React.js, Node.js, Database Theory, Bookshelf.js, MongoDB, MySQL, Command Line, Git, and more

#### Brooke Point High School | Stafford, VA

Sept 2005 - June 2009

- Received my high school diploma from Brooke Point High School in 2009
- Took 3 years of auto tech classes
- Excelled in math

## Skills & Certifications

Forklift certified since 2013

FEMA certified since June 2012

honest · dependable · works well with others · excellent with numbers · extremely professional experience using Microsoft Suite and CRM software · takes an analytical approach to problem solving