

717.562.9525

Joshua D. Erwin

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148 Lamberton Street Franklin, PA 16323

CAREER SUMMARY: Possess extensive experience in Physical Security and Military background, including over 15 years of providing security, operational patrols, safeguarding of personnel and equipment. Assertive, take-charge leader ready to apply skills in a corporate setting.

WORK EXPERIENCE

Franklin, City Carrier Assistant, U.S. Postal Service
September 2019-November 2019

Responsible for sorting, packaging, carrying, and delivering residential and commercial mail to customers in a timely and efficient manner, distinguishing the different types of mail and how to handle each type, and educating customers on operation of the United States Postal Service system upon request.

Key accomplishments:

- Maintained positive control of assigned vehicle, mail contents throughout the entire day of service.
- Provide feedback to customers about their services and other services the Post Office provided..
- Provides customer service and demonstrated compassion for a positive customer experience.
- Demonstrates knowledge of different routes and their special instructions.

Harrisburg, Security Advisor, Defenders
December 2017-June 2019

Responsible for conducting risk assessments with customers, designing, installing, and educating customers on operation of their security system.

Key accomplishments:

- Maintained positive control of active inventory while meeting visionary goals of the company and providing security services in residential settings.
- Maintaining an inventory of over 10,000 dollars.
- Provides customer service and demonstrated compassion for a positive customer experience.
- Demonstrates knowledge and understanding of how security systems and all components operate.
- Devotes countless hours to enhance knowledge, performance, and reliability.

Mechanicsburg, Fulfillment Specialist, Chewy.com
September 2017-December 2017

Responsible for maintaining a safe work area while effectively picking, packaging, and shipping product to customers.

Key accomplishments:

- Conducted duties within a warehouse setting while ensuring timely delivery as a

company goal.

- Has operated company equipment in a warehouse facility without incident.
- Conducted random inspections and ensured accountability of supplies prior to shipping.
- Ensured a quality product is picked with the intent to ship to customers in a timely manner of 2 days or less while prioritizing workloads.
- Has worked in a high-stress and fast paced environment daily during shift work over 12 hours in time.

EDUCATION and TRAINING

- Diploma, Rocky Grove High School, Valley Grove, PA, 2002
- Basic Combat Training July 2002
- Enrolled in PPCC in 2013