

Joseph J. Looper

SUMMARY

Experienced in working long hours and fulfilling multiple roles at once. Always ready to learn something new and to improve upon work methods.

EXPERIENCE

ON Trac, Delivery Subcontractor

March, 2020 – January, 2021

- Prepare and collect parcels for incoming orders and load products weighing up to 150 lbs into vehicle using assistive equipment when necessary
- Handle, organize, and secure packages with the utmost care
- Accomplish on time delivery rate with strict time constraints
- Verify each delivery against shipping instructions before delivering to customers
- Demonstrate exceptional face to face customer service using interpersonal skills to insure outstanding customer relations
- Document complete and appropriate records regarding the packages, mileage and miscellaneous expenses.

Harkins Theatres ChrisTown Mall

October, 2015-January, 2020 (Seasonal)

- Provide quick and efficient service to customers including selling tickets, serving concession items to customers and cleaning theatres.
- Complete all tasks given by team leaders and management.
- Maintain an accurate cash drawer.

USPS Mail Handler

December, 2018 (Seasonal)

- Bundle, label, and route sorted mail to designated areas depending on destinations and according to established procedures and guidelines
- Operate various types of mail equipment such as computer scanning equipment and barcode sorters.
- Load and unload mail trucks, lifting containers of mail onto equipment that transports items to sorting stations.

School Maintenance Work, Bourgade Catholic High School

May, 2014-March, 2020

- Perform cleaning activities such as sweeping, and mopping, trash removal and disposal
- Assist in the setting up of alarm and security systems, and ensure that they are kept up and running
- Preparation and installation of upgraded electrical systems (lighting, sound, and sprinkler)
- Conduct maintenance tasks such as replacing bulbs, and fixing or replacing light fixtures

Camp Counselor Volunteer, St. Joseph's

2013

- Assisted campers with daily activities and maintained their safety

Personal Info

Address

304 West Oregon Avenue
Phoenix, AZ 85013

Phone

(602)618-5292

Email

jlooper96@gmail.com

LinkedIn

[linkedin.com/in/joseph-looper-12a376130](https://www.linkedin.com/in/joseph-looper-12a376130)

Education

Bachelor of Science in
Marketing,

2021

Grand Canyon University,
Phoenix, AZ

Awards and Honors

GCU Dean Scholarship 2015

GCU 2015 Canyon School

Consortium Scholarship

Skills

O365 (proficient)

Research

Detail-oriented

Driven

Inquisitive

Endurance

Patient

- Lead children (8 - 10 years old) in daily activities and provided support to help children with special needs.
- Maintained consistent communication with campers, camp administration and linked campers with necessary medical and personal need services