

# Joshua Blick

2039 S. Everett  
Wichita, KS 67213  
JoshuaBlick@gmail.com

Bus: 316.778.0095

Mobile: 316.260.0223

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Dear,  
Human Resource Manager

Enclosed is my resume for review for consideration within your organization. My strong expertise includes personnel management, account management, inventory control, sales, and marketing .

Throughout my career, I have initiated numerous business relationships that otherwise might not have been pursued. I have been commended and gained a reputation for quick and accurate assessment of situations, using strong analytical and process improvement skills in manufacturing and logistics.

You will benefit from my outstanding ability to: organize employees; motivate a team; monitor budgets; meet administration requirements; and farm and manage vendor accounts while maintaining a sense of ownership.

Enclosed is my resume to provide you with details of my skills and accomplishments; however, I am positive personal interview would more accurately reveal my qualifications and the contribution I can make towards your organization's future success.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions.

Sincerely,

Joshua Blick

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## License Insurance Producer

July 20 - Present

### ALLstate Insurance ( Mark May Agency )

- License To Offer License To Offer Property and Casualty Allied Lines
- Personal Lines and Crop Insurance

## IAM Saftey Focal

August 20 - Present

### Spirit AeroSystems

- Joint Partnership with IAM and Spirit AeroSystems For Safety , Health, and Environmental Needs
- Working with IAM Union Safety Administrators
- Working and Support Senior Safety Advocates

## M01C Assembly Mechanic

January 19 - Present

### Spirit AeroSystems

- Responsible For Reading Blueprints, Drilling and Installing Fasteners in metal structures on the 737 line
- Window Tracks on the 737 cabin line
- Sheetmetal Trained / Advanced Sheetmetal Training / Sealer Trained
- Personal Warranty and Verify All Work Is Done Correctly
- Senior Saftey Advocate / Shop Steward

## Dispatch , Inventory Control, Marketing , SEO, and Sales

January 18 - July 19

### Bosley Tires

- Inventory Control /Management of Delivery Drivers / Product Supply / Tire and Wheel Installation
- Analyzed competitors to evaluate the effectiveness of marketing strategies.
- Planned and negotiated media buys, including TV, print, billboard, and digital.
- Managed all social media programs and website updates.
- Retail Sales of New Tires and Wheels.
- Managed setting up displays for events and promotional info.
- Microsoft Office Suite, OSX, Webdesign, Networking, SEO, SAP

## Owner and Operating Partner

October 13 - November 17

### Wichita Tire Store - Wichita, KS

- Managed Operational Daily Duties / Sales / Marketing / Management
- Managed Employees / Inventory Control
- Profit and Loss Statements /Accounts Payable and Receivable
- Conflict Resolution / Decision Making / Time Management / Diagnostic Abilities
- General Automotive Repair / Automotive Restoration / Engine Repair / Welding
- Orbital Sanders, Grinders, Cutters, Riveter, Air Wrench, Milling , Lathes, Drill Press and Tooling
- Electrical, Hydraulic, Pneumatic Diagnostic and Installation
- Production and Design of New Wheel Concepts / Engineering / Finishing Production
- Additional DBA: TireFusion.com Marketing Online Tire and Wheel Vendors

## Account Manager and Quality Control of 3<sup>rd</sup> Party Contractors

July/11 – September/13

### P&E Building Services – Wichita, Kansas

- Maintained 70+ Accounts / Project Manager Remodeling / Security of Facilities
- Project Manager / Site Manger
- Construction / Engineering - New Build Projects
- Provide support and service for sub-contractors.
- Provided and overseen inspection activity for all business services and business remodeling.
- Interacted with vendors and suppliers to ensure quality of all accounts.
- Maintained an active role on engaging new accounts and retaining a continuous improvement of existing accounts.

## Admissions Coordinator

July 10 – July/11

### Wichita Technical Institute – Wichita, Kansas

- Interviewed prospective students by recruitment, selection, and then admission.

### Financial Aid Coordinator

#### Wichita Technical Institute- Wichita, Kansas

- Coordination, Awarding, Disbursement and Returning of State, Federal and Institutional Financial Aid Assistance
- Provide information to students regarding financial aid program requirements and procedures.
- Evaluate documented financial needs.
- Demonstrated integrity, ethical behavior in working with confidential information.

**3<sup>rd</sup> Party Retail Account Manager / Cable Installer**

**October/06 – May/10**

**Cox Communications- Wichita, Kansas**

Managing 3rd Party Vendors and Alternate Sales Avenues / Managed 23 Employee / Direct Sales / Installations / Sig Sigma – Yellow Belt - Birkman - Business Optimizations Finance 101 - Excellence 101 - Cox Procurement Training Supervisory Excellence - Great Customer Experience - Understanding the Business - ICOMs and GUI Training - Business Objects / G2B Training - Smith Driving Training Achieving Your Leadership Potential - 2007 CPNI Rule Changes with Auth. - Influential Leadership.  
Requested is my Community Projects and Service Resume.