

JOSEPH C. GUINN

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EDUCATION

BUSINESS ADMINISTRATION & PHOTOGRAPHY

Thomas Nelson Community College
Hampton VA, 23666

August 2018-Present

MUSIC EDUCATION

Lugoff-Elgin High School
Lugoff, SC 29078

August 2006-May 2010

PROFESSIONAL EXPERIENCE

DETENTION AID,

STATE OF MISSOURI-ROBERT L. PERRY JUVENILE JUSTICE CENTER

November 2015-May 2018

5665 Roger I Wilson Memorial Dr.

Columbia, MO 65202

SUPERVISOR: Tim Garnder

(573) 356-3112

\$30K/year (40 hours/week)

- Supervising daily activities of juveniles in center and ensuring their safety, well-being and order among facility
- Uphold policies and procedures at all times, taking disciplinary action as appropriate
- Providing individual counseling and mentoring to juveniles and motivated them for change and self-growth
- Maintaining and organizing files of all the detainees, current and incoming; updating them as necessary
- Conducted preventative intervention activities and helped youth from partaking in violence and self-harm
- Communicate with CPD and county officials on processing and admitting individuals
- Administer medication, drug testing and any other additional requirements necessary for processing
- Med. Tech Certified
- CPR Certified

LEASING AGENT

CARTER-HASTON THE PRESERVE at SPEARS CREEK

April 2015- Aug. 2015

325 Spears Creek Church Rd.

Elgin, SC 29045

SUPERVISOR: Amanda Norman

(803) 865-1100

\$12/hour (20 hours/week)

- Contacted new and existing customers to discuss how their needs could be met through specific products and services
- Carefully screened applicants for tenancy
- Introduced and monitored effective lease renewal program
- Completed final move-out walk-through for tenants
- Analyzed and evaluated monthly and quarterly financial statements
- Verified that all customer complaints were handled promptly and appropriately
- Verified income, assets and expenses and completed file tracking sheets for each applicant
- Generated professional networks by engaging in professional, industry and government organizations

PERCUSSION INSTRUCTOR & VISUAL COORDINATOR

May 2012- Aug. 2015

CAMDEN HIGH SCHOOL

1022 Ehrenclou Dr.

Camden, SC 29020

SUPERVISOR: Robert Spitler

(803) 425-8941 ext. 3677

\$30K/year (32+hours/week)

- Instructed the Camden High School marching percussion and front ensemble in technique and overall visual and musical performances
- Repair and tune instruments
- Loading and transporting instruments to music events and competitions
- Successfully improved students' participation in the classroom through integration of creative exercises
- Assisted in developing student-led-after-school tutoring program to teach under-privileged students

- Developed program to work with students and increase interest in higher learning
- Planned, implemented, monitored and assessed a classroom instructional program which was consistent with the Kershaw County Board of Education goals

STORE MANAGER, GENESCO-Lids Division

497 Town Center Place

Columbia, SC 29229

SUPERVISOR: Kevin Trapp

May 2014-April 2015

(803)457-6953

\$28K/year(45+hours/week)

- Met and Exceeded customer satisfaction at all times possible
- Responsible of operations of the store including opening, closing and inventory counts
- Train and supervise part time employees on transferring, receiving and processing merchandise
- Increased leadership and conflict resolution skills
- Motivated myself as well as my team to achieve daily, weekly as well as monthly sales goals in order to perform over the company's standards (Budget, LCC%, Emb.%)
- Provide a friendly and welcoming work environment
- Organized and facilitated inventory transactions
- Evaluate and discuss with Area/District Manager prospective applicants and action plans
- Digitally design custom embroidery for customers to exceed their satisfaction for the product
- Operate Custom Embroidery Machine and perform troubleshooting on the machine when necessary

SERVICE PROJECTS

PROJECT PLAY

Columbia, South Carolina

August 2014- January 2015

- Built a teaching relationship with many from an underprivileged background in my community
- Implemented a series of games focusing on team work with kids in Salvation Army afterschool camp
- Monitored communication skills between young girls and boys to promote a positive learning environment

MUSIC LESSON TUTOR

Camden, South Carolina

May 2012- May 2015

- Provided one on one complementary music lessons for individual students
- Assisted students in reading of notation and chord charts
- Encouraged and motivated tutees through positive reinforcement

HOBBIES & INTERESTS

- **BRAZILIAN JIU-JITSU**
Blue belt in Brazilian Jiu Jitsu
Compete in local and national tournaments
Bronze medalist at FUJI BJJ Midwestern Championship 2016
- **MUAY THAI**
Amateur competitor
- **TRAVELING**
Visited Ireland, Iceland, France, Czech Republic, Canada
- **PHOTOGRAPHY**
Freelance photographer