

JOEL PABON SR.

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Perth Amboy, NJ 08861

Dynamic professional with more than 30 years of experience in the Perth Amboy Postal Office. Life-long resident of the City of Perth Amboy. Over 23 years of military service as First Sergeant in the U.S. Army, USAR, and USNG. Self-motivated; able to set effective priorities and implement decisions to achieve immediate and long-term goals and meet operation deadlines. Adept to anticipating and resolving potential problem areas.

EDUCATION

Perth Amboy High School	1977
U.S. Army, Retired 1 st Sgt; 23 Year Veteran	1977-2000
USAR	
USNG	

PROFESSIONAL EXPERIENCE

US Post Office Perth Amboy- Fords <i>Customer Service Manager</i>	1985-2019
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Oversee the sorting out and organizing of incoming and outgoing mail, parcels and freight deliveries. Ensure that employees appropriately package and prepare cargo for dispatch by stamping and labeling them. Responsible for ensuring that timelines, guidelines and policies on how to receive mail and attend to customers are met. Making sure the employees maintain ethical conduct. Monitor work attendance, punctuality and the quality of services employees provide. Investigates customer complaints and identifies areas where discipline is lacking.

Accomplishments

- Train employees and ensure that the post office achieves higher efficiency and keeps up with new mail, logistics, technologies and ideas.
- Implement orientation programs for new employees regarding the scope of their jobs.
- Organized record-keeping, to manage large volumes of mail and parcels from start to finish for over 1400 deliveries a day.
- Sees that employees update records when they receive or release parcels and mail.
- Confirm and sign records of inventories in short supply, route schedules, stamp stocks, employees' shift schedule and daily cash receipts.
- Responsible for the performance and output of the organization.

Safe Haven After School Program <i>Program Coordinator</i>	2004-2009
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Responsible for the supervision and coordination of the program and staff. Developed and planed activities that incorporated program goals into the daily routine. Assist with training

and supervision of site directors and staff. Provide a warm and caring atmosphere for participants. Communicate with the parents through daily drop-off and pick-up.

Accomplishments

- Maintained a safe environment for participants.
- Maintain a positive attitude toward co-workers
- Help compromise and create accommodations towards any problems which would arise with participants.
- Follow and enforce policies and procedures.
- Proactive response to any issues

COMMUNITY ENGAGEMENT

City of Perth Amboy, *Councilman*
Former Council President

2011- Current

- Directing the enforcement of city ordinances
- Transacting city business
- Conducting the city's intergovernmental affairs
- Protecting the welfare of the city and its inhabitants
- Providing community leadership

Perth Amboy Public Schools, *Board Member*

2000-2009

- Set the vision and goals for the district
- Adopt policies that gave the district direction to set priorities and achieve its goals
- Adopt and oversee the annual budget
- Manage the collective bargaining process for employees of the district

Proprietary House Board of Trustees, *Member*

Perth Amboy Recreation Committee, *Member*

Perth Amboy Municipal Alliance, *Member*

Perth Amboy Youth League, *Past Pres., Coach*

SKILLS

- Fluent in Spanish and English
- Multitasker who can perform many difficult job functions during working day.
- Ability to Work Under Pressure
- Time Management
- Conflict Resolver

Joel Pabon Sr.
148 Kearny Avenue
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February 21, 2019

To whom it may concern:

For the past years, I have dedicated my life to serving our country locally and nationally. My passion for serving others enhanced when serving in the United States Army. There, I overcame some of the most complex situations a person can go through. Every situation was a life lesson and it help shape me into the dynamic professional I am today. Below you will find highlights of my professional background in direct correlation for consideration into the Middlesex County Board of Chosen Freeholders.

I was able to leave my mark and contribute to the U.S. Army by becoming a 1st Sergeant. Today I am proud to say I am a 23-year Veteran and served in the USAR, and USNG. I always took responsibility for the morale, welfare, and conduct of all task and duties I was accountable for. This is the type of commitment and determination I plan to bring to the Middlesex County Board of Chosen Freeholders.

My passion for progression and improving all my surroundings continued, and I became a Board Member for the Perth Amboy Public School Board of Education. I gained firsthand knowledge about the specific issues that affected the schools in my city. I became an advocate for these issues and set a goal and vision for the school district. I plan to be this much of an asset for the Middlesex County Board of Chosen Freeholders and go beyond my limits for the residents of Middlesex County.

I continued to work with the youth in my city outside of the educational system and become one of them on the baseball field in the Perth Amboy Youth League. I made it a priority to help make the youth feel comfortable enough to approach me with any situation inside and outside of school. I became a coach and mentored many young people both athletically and professionally.

In addition, I became a program supervisor for the Safe Haven program and was able to connect with parents and gain their trust in supervising and mentoring their children. My desire to continue impacting and transforming lives grew and I became a councilman in my city with a great support system behind me.

This gave me the opportunity to do more for the residents of Perth Amboy. I have provided community leadership to Perth Amboy, have protected the welfare of the city and its inhabitants, and help resolve any city related issues.

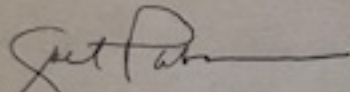
If given the opportunity, I would be honored to incorporate this much into my county. I believe I can input and suggest great ideas to continue improving our county. It will be a humbling experience to join a team of Chosen Freeholders who appreciate the county they live in as much as I do. Joining the Board of Chosen Freeholders will allow me to go beyond my limits and contribute to making Middlesex County the best county in the State of New Jersey.

I am certain to push through with the dedication, responsibility, and commitment I always use to accomplish all my goals. I am always eager to learn more and read up on topics on my own time to become more knowledgeable.

I am confident that my experience, passion for serving others, and community engagement will be of great benefit to the Middlesex County Board of Chosen Freeholders.

Thank you and I look forward to hearing from you.

Respectfully,

A handwritten signature in black ink, appearing to read "Joel Pabon Sr.", written in a cursive style.

Joel Pabon Sr.

