

## Joshua Smith

Quakertown | PA | 18951

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2015***  
MAJOR: Management Information Systems | MINOR: Finance Management

BUCKS COUNTY COMMUNITY COLLEGE, Newtown, PA  
***Associate of Arts in Business Administration, Graduation: May 2013***  
MAJOR: Business Administration  
GPA: 3.85, Major GPA: 3.9 | Dean's List: Fall 2010-Spring 2013

### SELECTED COURSES:

Information Systems in Organizations, Financial Management, Operations Management

### INFORMATION TECHNOLOGY SKILLS:

Analysis:	Visio
Web Development:	HTML
Database Management:	Microsoft Access

EXPERIENCE: Giant Food Stores, LLC December 2007 – Present  
Perkasie, PA 18944

#### **Checkout Coach & Store Accountant**

- Managing and supervising the Front End department, coaching associates and handling all customer service issues throughout the store
- Addressing all register and computer system issues on the Front End, including IBM POS Register systems, PA Lottery terminal, and Western Union POS
- Handling all store funds, accounts, and financial transactions. Balancing daily accounts and tracking fund handling issues across the Front End

#### **Relief Manager**

- Overseeing store operations and customer relations, responding to customer comments and concerns
- Coordinating and writing store schedules and managing associate timecards using the Kronos Workforce System
- Training associates on new technology and information systems adopted by the company, coordinating and administering training for daily tasks

### ADDITIONAL SKILLS:

- Proficient in Microsoft Office Suite including Word, PowerPoint, Excel, Access, Outlook, and Publisher
- Spanish – basic conversation and writing skills