**Joseph Russell**

Huntsville, TX

(832)-764-9340

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Education

**Bachelor of Business Administration** – Sam Houston State University - Huntsville, TX

Major – General Business – May 2024

GPA: 3.6

Relevant Course Work

* COMS 2382- Communicate and research with the goal of developing skills such as group decision-making and presentations
* MGMT 3310- Analyze the managerial functions of planning, organizing, leading, and controlling

Employment

**Front End Supervisor**

The Home Depot – Huntsville, TX – April 2023

* Prepare monthly employee performance reports
* Operate forklift and ensure proper safety use
* Increase in Home Depot credit card accounts opened since taking over role

**Wellness Floor Attendant**

The YMCA – The Woodlands, TX – September 2022–April 2023

* Monitored the wellness floor to ensure the safe use of equipment
* Monitored the condition of exercise equipment
* Met timelines and deadlines related to supporting systems

Skills

* Proficient in Microsoft Excel and Word
* Certified forklift operator