**Joshua Robin**

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**SUMMARY:** I have experience in administrative work and data entry and am looking for an office position. I am a friendly and courteous people person that is reliable and dependable.

**COMPUTER SKILLS:**

Type 86 WPM; Experience with Microsoft Outlook, Word, Excel; able to use on-line meeting forums; able to perform data entry, research, clerical tasks, mailings, filing, scanning, and upload information to flash drives.

**EXPERIENCE:**

**2016 – Present Usher, Cinemark,** West Springfield, MA

* Work as Member of a Crew, cleaning theatre floors and clearing debris
* Wash windows, maintain restroom cleanliness and replenish supplies

**6/2021 – 12/2021 Data Entry Intern, Springfield Department of Developmental Services,** Springfield MA

* Data entry into files and computer programs
* Scanned information onto flash drives
* Used Microsoft Word for office tasks

**01/2017 – 06/2018 Receptionist, Holyoke/Chicopee Department of Developmental Services,** Holyoke, MA

* Answered phones and greeted customers
* Prepared and stamped mailings
* Organized data and performed filing

**10/2015 – 03/2016 Office Work Intern, Northeast Unlimited Tours**, Sandwich, MA

* Researched destination locations
* Organized files and performed clerical tasks and data entry work

**2016 Office Work Intern, ICape Solutions**, Hyannis, MA

* Performed office and administrative tasks
* Managed records, files and databases

**2013– 2016 Student Employee, Karen’s Kitchen,** Riverview School, East Sandwich, MA

* Prepared and cleaned dishes
* Washed tables and floors

**2015 Office Technician Intern, Cape Cod Community College**, Hyannis, MA

* Organized mail and accurately sorted letters
* Delivered packages throughout campus

**Summers 2013-2015 Maintenance Worker, JCC Camp Maintenance Facility**, Springfield, MA

* Completed outside landscaping
* Prepared equipment for activities for resident campers
* Assisted with activities preparation

**Summers 2011-2012 Staff Member, JCC Jr. Camp Counselor**, Springfield, MA

* Provided assistance with childcare to campers
* Assisted with activities preparation

**EDUCATION:**

**2022 Holyoke Community College** Holyoke, MA

Graduated with an Associates Degree in Administrative Professional Studies Certificate

GPA: 3.4

Member of the National Honor and Leadership Society

**2016 Cape Cod Community College,** West Barnstable, MA

Studied Accounting, Business Administration

**2016 Riverview School,** East Sandwich, MA

Transitional and Vocational Training included: Internships in Clerical and Technology

**2012 Longmeadow High School, MA**

High School Diploma