
Education/Training

University of Oregon

Bachelor of Science in Political Science - Game Theory & Organizational Behavior Focus

Bachelor of Science in Business Administration - Entrepreneurship Focus

Southern Oregon University & Eastern Oregon University, 2020-Current

Post-Baccalaureate Accounting Certificate (Via Consortium Agreement)

Cumulative GPA 3.35

Received June 2008

Cumulative GPA 3.5

Expected March 2021

Current & Past Governemnt Certifications

- Oregon Division of Financial Regualtion - Life & Health Producer
- Oregon Real Estate Agency - Broker, Passed Principal Broker Licensing Exam
- Oregon Department of Human Services - OHCC Enhanced Caregiver
- University of Oregon Trademark Rights

See Proof of License(s) & Degrees at
www.josephedwards.life/#Portfolio
Click State of OR Agencies & Systems

Work Experience

Caregiver, St. Charles Health System, Bend, OR

2018 - 2019

- Provided care as requested with careful consideration and sensitivity to each patient's condition and background
- Finalized patient work-flows within Epic framework ensuring correct data interaction between various sub-systems (e.g. billing, insurance, patient status)

Part-time Caregiver, State of Oregon Department of Human Services (Medicaid), Portland, OR

2016 - 2017

- Completed housekeeping, shopping, toileting, transportation, prescription administration, and final transition of my client from the ICU to Hospice Care
- Implemented the challenging steps necessary, via the Medicaid program, County guidelines, and hospital administration to bridge his peaceful passing

Part-time Broker, Roffman Real Estate Investments LLC, Portland, OR

2016 - 2017

- Introduced prospective clients to alternative forms of financing within real estate risk management arena including construction development and property management liabilities
- Organized various tasks of organic business procurement, proposal initiation, and research pertaining to highest and best use of existing assets and land development opportunities

Producer, HUB International Northwest, Portland, OR

2015 - 2016

- Developed scalable risk transfer solutions for customers in various industries and business segments to ensure continued brand growth, profitability, and overall operational stability
- Managed cyber risk and corporate wellness educational seminar in partnership with HUB New York City, HUB Pacific Northwest, and Portland State University Business Accelerator

Sales Representative, XDimensional Technologies, Los Angeles, CA

2014 - 2015

- Analyzed and refined internal and external facing business process work-flows with finance, executive, analyst, marketing, and QA teams in support of client needs-based reporting
- Advanced procedural efficiencies with development of communication templates

Assistant Vice President, Beecher Carlson, Los Angeles, CA

2011 - 2014

- Arranged new business meetings for executives and coworkers alike, ultimately resulting in over \$250,000 of new revenue
- Introduced off-shore captive insurance solutions to hospital finance teams, ensuring all client account underwriting and marketing tasks were completed with the highest ethical standards and in compliance with all applicable laws, regulations, policies, and procedures

- Facilitated the acquisition and disposition of client investment properties utilizing intricate CRM system, multi-tiered marketing strategies, and proposals outlining current and pro-forma comparative financial analyses
- Closed and managed over \$7,000,000 of exclusive client listings during historically difficult economic recession

Volunteer & Other Experience

<i>Head Counselor, Counselor, & Coach, Chris Dudley Youth Summer Camp, Portland, OR</i>	2001 - 2012
<i>Peer-Voted Varsity Tennis Team Captain, Jesuit High School, Portland, OR</i>	2002 - 2003
<i>Counselor, Camp Rivendale for Children with Developmental Disabilities, Portland, OR</i>	2003
<i>Study Hall Monitor, University of Oregon Services for Student Athletes, Eugene, OR</i>	2005 - 2008
<i>Founder, Retail Start-Up, Portland, OR</i>	2008 - 2010
<i>Sales Management Trainee, Holland Partners, Portland, OR</i>	2010 - 2011
<i>Part-Time Associate, Amazon, Portland, OR</i>	2017
<i>Part-Time Associate, TVW Inc., Portland, OR</i>	2017 - 2018
<i>Part-Time Associate, Uber, Lyft, Doordash, GrubHub, & Postmates, Bend, OR</i>	2019

Skills/Interests

Interpersonal/Professional: Exceptional relationship development skills (including extensive spoken and written communication at C-Suite level), demonstrated problem solver through stressful environments, proven closer with account on-boarding expertise, and natural ability to share diverse and relevant business acumen. Skills brought with the passion, creativity, discipline, team-first ethos, and respect demanded by all high-level stakeholders.

Computer/Digital: Proficiency with Microsoft, Apple, Google, Linux, and Adobe platforms, CRM and Agency Management Systems master (including experience with Salesforce, Yardi, Epic, and various proprietary systems), utilization of work-flow process management and scalable template development (samples available on website), and involvement with marketing and social media strategy implementation.

Language: Beginner Spanish, HTML

Travel: Great Britain, France, Switzerland, Germany, China, and Jamaica

Leisure: Live Music & Entertainment, Fly-fishing, Writing