**Joseph Toepfer**

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**Objective**

Seeking full-time positions and internships of any length relating to business, management, human resources, marketing, or public affairs.

**Education**

**Indiana University** Bloomington, IN

**School of Public and Environmental Affairs** May 2011

Bachelor of Science in Public Affairs

Major: Management

GPA: 3.0

**Professional Experience**

*Class projects*

**Target Case Study,** Bloomington, IN

*Business Communications* August 2009-December 2009

* Collaborated with a group of 4 to develop a proposal for Target to improve customer focus on health and wellness, promote healthier food alternatives, increase traffic to Target Pharmacy, and implement information gathering strategies to enable targeted advertisement
* Proposal included an executive summary, profit analysis, SWOT analysis, and advertisement plan

**Graded Projects,** Bloomington, IN

*Computers in Business* August 2008-December 2008

* Demonstrated spreadsheet proficiency using Excel, Features included: functions, amortization, cash budgets, conditional statements, graphing, formatting, multiple worksheets, and linking files.
* Demonstrated database proficiency using Access, learned to use preexisting databases and also constructed our own databases. Features included: tables, forms, reports, filters, and queries.

*Work History*

**Penn Station East Coast Subs***,* Harrison, OH; Bloomington, IN

*Shift Manager*February 2006-May 2011

* Managed a team of 5 through example to uphold sanitation standards and serve the customers’ needs
* Enhanced communication skills with customers and co-workers to quickly and efficiently meet customer demands
* Gained cash handling experience by balancing drawer at the end of shift and depositing earnings

**SMX Staffing**, Hebron, KY

*Crew Member*June 2008-August 2009

* Improved social skills and cooperation to maintain an efficient work flow throughout the entire supply chain which led to always higher than required shipping rates and zero missed shipments for Amazon.com
* Gained extensive knowledge of how distribution centers operate in large companies

**Related Course Work**

Government Finance and Budgets, Management Foundations and Approaches, Managing Information Technology, Human Resource Management in the Public Sector, Negotiations and Alternative Dispute Resolutions, Labor Relations in the Public Sector, Interpersonal Relations in the Workplace, Managing Behavior in Public Organizations

**Computer Skills**

Proficient use in Microsoft Access, Excel, Word, PowerPoint, Web Development, HTML