

JOSEPH ABBOUD

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WORK EXPERIENCE

Business Manager, The Chimes

May 2024 - Present

La Mirada, CA

- Direct business operations and budget management for student newspaper with 40 staff members, reducing Q3 and Q4 costs by 35% while maintaining editorial quality and publication schedule.
- Partner with editors, reporters, and administrative team to balance financial constraints with journalistic mission and editorial integrity.
- Manage bi-weekly payroll processing for 40 staff and contributors, maintaining accurate records and timely payment schedules.

Research Assistant, Biola University

Sep 2024 - Present

La Mirada, CA

- Presented research findings at the 2025 Western Psychological Association Conference, distilling complex statistical analyses into accessible insights for diverse audiences.
- Programmed psychological experiments in E-Prime software for accurate data collection across 78 participants.
- Coordinated participant recruitment and session scheduling, achieving 95% attendance rate through effective communication.

Chief Executive Officer, Spezz LLC

Mar 2022 - May 2025

Dallas, TX

- Built digital marketplace connecting 80,000+ members with vendor products, developing content presentation guidelines and vendor communication protocols.
- Created product listing standards and vendor onboarding documentation, streamlining communication between 35 vendors and platform users.
- Coordinated technical partnerships with payment platforms (Stripe, Coinbase, Gemini Exchange), translating complex integration requirements into accessible vendor guidance.

EDUCATION

Bachelor of Arts in Psychology

Expected Graduation: May 2026

Biola University

La Mirada, CA

Honors College

Expected Graduation: May 2026

Torrey Honors College, Biola University

La Mirada, CA

SKILLS

Technical Skills: AP Style, WordPress, Microsoft Suite, Google Suite, Content Management Systems, Data Visualization, Adobe Creative Suite

Soft Skills: Analytical Writing, Investigative Reporting, Interviewing, Editing, Communication, Research Skills, Critical Thinking