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# Work Experience

QA Tester 2– Pro Unlimited (EA Sports) –Orlando, FL – Jan 2018 – Sep 2018, March 2019 – Current

* Smoke test and pre/post integration testing on Xbox, PS4 and PC
* Research past bugs and query for submitted bugs, while monitoring bug life cycle to identify problematic areas
* Test QuAC’s and propose areas of future concern to supervisor
* Create Test Cases and coordinate with Romania/Madrid to cover all areas of testing

Line Service Technician – atlantic aviation – Orlando, FL – Oct 2016 - Aug 2017

* Build relationships with pilots and crewmembers to address needs quickly and preemptively
* Service government, commercial and private aircraft while maintaining compliance to local and federal guidelines
* Compile a checklist of each equipment under my responsibility and timely and accurately report conditions and concerns

LICENSED Private pilot/aviation mechanic – first landings aviation – Apopka, FL – Sep 2015 - Oct 2016

* Identify aircraft malfunctions and recommend solutions to manager
* Regularly update repair logs and keep each aircraft in FAA compliance
* Take leadership on repairs and sign log books
* Carefully observe each aircraft in the fleet and project ideas of future problems before they arise .

Courtroom judicial assistant – larimer county courts – Ft. Collins, CO – Nov 2013- Apr 2015

* Judges assistant for courtroom 2B
* Answer all phone calls and call attorney’s and individuals and assist/facilitate their cases
* Maintain courtroom calendars and scheduled hearing dates with adequate reminders and preparation for each
* Delegate tasks for staff and follow up to ensure completion
* Direct courtroom dictation and transcription in real time and via recording
* Keep confidentiality for all parties and with all private information

Legal Assistant – Law Offices – Ft. Collins, CO – Aug 2006 - Feb 2013

* Prepared court cases for trial and review organize all trial exhibits and evidence
* Answer phone calls from current and potential clients, compile information and present to attorneys
* Drafted documents to be filed
* Maintain hardware and software functionality for office computers and peripherals

# Skills

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| **Computers**  - JIRA and Perforce/Buildstudios  - Troubleshooting and repair experience  - Windows 10, Microsoft Office, Google docs/sheets, DevTrack, Drone, cVars  **Analytical**  - Systematically think through each problem  - Legal document drafting and lawsuit/project planning  - Ability to observe an area/item and propose future problem areas from multiple angles  - Strong communication and relationship | **Social**  -Personable and calm  - Well-spoken and good a good at explaining difficult things  - Enjoy teaching and guiding  **Multi-Tasking and deadline adherence**  - Constantly working on and being aware of multiple projects at once  - Adhering to deadlines and timelines and providing reports/updates on status and progress  - Understanding that extra hours and work is often necessary to complete projects | **Problem Solving**  - Pilot and mechanic troubleshooting  - 10+ years paralegal  - Careful in planning and organizing  - Independent and thorough with tasks, oversight, completion and follow up  **Detail Oriented**  - Proofread and filed briefs that go before the court  - Complying with FAA rules in airplane repairs  - Proofreading and double-checking work to always appear professional and ensure accuracy |

**Professional Development** – Clifton Strengths: Belief, Responsibility, Relator, Harmony, Consistency, Restorative, Activator, Connectedness, Communication, Adaptability

\***References Available Upon Request**