**Joseph Bushey** 23 Garden St

JBushey31601@yahoo.com Feeding Hills, MA 01030

413.789.4783

Objective

In quest of an exciting office support position with a large company utilizing my strong analytical and communication skills combined with a Bachelor of Science in Business Administration.

Education

Bachelor of Science, Business Administration, Minor: Accounting, 2010

­Westfield State University, Westfield, MA

­Related Coursework

­• Financial Accounting • Cost Accounting • Finance • Quantitative Analysis • International Business

Accomplishments

• Disney College Program-Internship-2010

­• Volunteer for the Junior Achievement Economics for Success program-Fall/09

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Work History

**American Honda Financial Services** Holyoke, MA *Jan/11-July/11*

***Customer Service Representative-Support***

Help satisfy the financing needs of Honda and Acura customers by providing administrative support to the customer service department • Manage the registration department• Process a high volume of registration renewals in an accurate and efficient way in order to ensure customer satisfaction• Analyzing and processing payment rejection reports using the company's accounting information system • Prepare and fax lien releases upon customer request

**The Walt Disney Company** Lake Buena Vista, FL *June/10-Jan/11*

***Food Services Intern***

Worked along a multi-functional team that produced a timely/quality product to guests while still achieving superior levels of Guest satisfaction • Learned to deliver excellent guest service while staying in character • Resolved guest concerns in a polite and professional manner • Gained an understanding of the day to day logistics of the Walt Disney resort quick service food operations• Established adaptability skills when given various assignments

**Taylor Rental**   Agawam, MA *May/06-Jan/09*

***Rental Associate***

­Assist customers in choosing the right equipment for their needs • Accountable for delivering and setting up rental equipment to homes and businesses • Directed a team of employees for tent setup and take down for seasonal events • Maintained the integrity of the store warehouse inventory

Strengths

Immense Customer Service • Problem Resolution • Analytical • Time Management • Data Entry • Ethical

Computer / Technical Skills

Microsoft Office (Excel, Access, PowerPoint, Word, Publisher)

­Linear Optimization Modeling in Excel

Right Fax