

Joseph Hines

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Objective:

My objective is to get an internship to not only develop and expand my technical skills, but to provide help and support to the organization in question.

Education and Training:

BBA, Business Information systems, Minors in English, Business Analytics

Eastern Connecticut State University, Willimantic, CT – August 2021 - May 2025

- 3.86 GPA
- Best Buddies, Secretary, 2022-23
- University Relations Outreach Council, Director of Programming, 2022-23
- Italy Studies Abroad on Writing, 2023
- Eastern Honors Program Student, 2021-23
- Delta mu Delta Program Member, 2022-23

Tech Skills:

Microsoft Excel
Python
Adobe Sign

SQL
Cascade CMS
Microsoft Access

Adobe Premiere
Adobe Express
Data Analysis & Presentation

Experience:

School of Education and Professional Studies Office Assistant 01/2022 - Current

Eastern Connecticut State University, Willimantic, CT

- Update & support filing, inventory, and database systems.
- Track & process workflow documents via Adobe Sign & Acrobat
- Create and publish media through Adobe Premiere & Express
- Aggregate data to develop reports using Microsoft Excel and University Data Report Systems
- Assist with training and interviewing new and potential hires
- Develop social media content for departments
- Support customers remotely and on-site
- Assist in front-end web development for the University with Cascade software

Ace Hardware Sales Associate

07/2021 – Current

Ace Hardware, Oxford, CT

- Assist teammates with sales-processing tasks to meet daily sales goals
 - Maintain knowledge of current promotions, exchange guidelines, payment policies, and security practices.
 - Train new team members in cash register operation, stock procedures, and customer services
 - Review files, recordings, and documents to obtain info for responding to requests
 - Manage U.S. Postal Service Outpost and USPS POS System
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