

Joshua Mecham

(435) 632-5556 | josh.mecham@gmail.com | www.linkedin.com/in/joshua-mecham

EDUCATION

Dixie State University

St. George, UT

Associate of Science General Studies

Apr 2018

- GPA 3.85
- **Skills:** Linux, SQL, Python, Graphic Design, HTML/CSS, MS Office, Photoshop, Illustrator, InDesign, Object-Oriented Programming

EXPERIENCE

Intergalactic

St. George, UT

Software Quality Engineer

Dec 2021 – Present

- Upheld quality standards to ensure projects were meeting specific requirements
- Created a prototype website design for a supplier portal
- Familiarized myself with terminology and vernacular that are common in the industry

City of St. George - Aquatics

St. George, UT

Pool Maintenance Operator II

Aug 2020 – Dec 2021

- Created, improved upon, and documented best practices for various maintenance tasks
- Quickly learned multiple maintenance systems to ensure customer safety
- Maintained customer relations by taking complaints and requests and building relationships

EURASIA Institute for International Education

Berlin, Germany

Marketing Intern

Sep – Dec 2019

- Developed a survey for alumni which provided valuable information from more than 50 alumni
- Organized leads gathered from marketing events
- Increased traffic on their Facebook group page through creating content and events

CaptionCall

St. George/Orem UT

Captioning Agent

May 2017 – Dec 2018

- Ensured quality customer service by dictating/captioning a variety of conversational topics verbatim
- Maintained customer confidentiality
- Used computer and typing skills to ensure accuracy on calls

SERVICE

The Church of Jesus Christ of Latter-day Saints

Northern Virginia

Volunteer Representative

Dec 2014 – Dec 2016

- Led groups of 12 volunteers, held weekly training meetings, followed up on goals, and created weekly progress reports
- Planned, organized, and taught workshops on goal setting, relationship building, and leadership skills
- Increased volunteer effectiveness by providing training in individual communication, problem-solving, and productivity skills for 20 missionaries

PERSONAL

- Avid partaker in anything to do with live theatre
- Mountain biker, and Wallyballer
- Podcast listener