

Joshua K. Graham
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Overview- General Skills

Rhetorically detailed, computer proficient, deadline-driven, and personable employee with areas of strength including:

- Technical document creation: SOPs, Brochures, and Content Graphics
- Grants and Proposal
- Graphic Editing
- Team Project Coordination
- Computer Publishing Software
- Budgeting/Record Keeping
- Research Abilities

Technical Skills

- Microsoft Office Suite
- Adobe Creative Suite (Adobe Illustrator, InDesign, Photoshop)
- HTML, CSS, Bootstrap, JAVA
- XML for Oxygen

Work History

Clientele Specialist

2016-2017

JCrew, Lynchburg, VA

- Manage customer input of product and service
- Resolve customer issues
- Client follow-up on long-term resolution issues

Food Services Manager

2015-2015

Peakland Pool Swim and Tennis Club Inc., Lynchburg, VA

- Schedule, train, and manage 11 employees
- Perform daily cash deposits
- Purchase, price, and sell inventory
- Service customer needs and inquiries

Assistant Facility Manager

2014-2014

Peakland Pool Swim and Tennis Club Inc., Lynchburg, VA

- Maintain facility machinery
- Record logs for chemical levels
- Manage 3-4 employees

Education

Honors Diploma with Seal

E.C. Glass High School, Lynchburg, VA

2012

Bachelors of Arts, Professional and Technical Writing

Virginia Tech, Blacksburg, VA

2018

Bachelors of Arts, Creative Writing

Virginia Tech, Blacksburg, VA

2018

References: Promptly furnished upon request.