

Joshua Conner

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Mount Juliet, TN 37123

615.507.9851

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Skills

- Motivating leader, and committed to development.
 - Strong written and verbal communication skills.
 - High proficiency in Microsoft 360: Word, Powerpoint, and Excel
 - High proficiency in Excel including VLOOKUPS, PIVOT TABLES, etc.
 - Proficient in UKG Pro, Salesforce, ADP workforce, Kronos,
 - Workday Certification in workday configuration.
 - High proficiency in SQL (Completed SQL Bootcamp, 2025)
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Experience

FedEx Supply Chain / Human Resources Information Specialist

October 2024- Febraury 2025 (Contract Role)

- Track changes and Update employee changes in ADP Workforce.
- Process timekeeping to make historical edits, process incentives and awards, manage accruals and the like.
- Responsible for supporting HR Teams using UKG Pro to solve support tickets.
- Excellent organizational, communication and analytical skills for cross-departmental collaboration.

Goldfish School Swim School / Human Resources Coordinator

May 2023 - November 2023, Troy, Michigan

- Facilitated the onboarding of new employees by uploading training materials, granting software access, and managing all aspects of google workspace.
- Provided support for franchisee inquiries related to essential Goldfish Swim School programs and services, including overseeing operational software such as Asana, iClassPro, Salesforce, Wave/Goldfish Online, and all Google Workspace functionalities.

Amazon, Inc / Last Mile Support Specialist

December 2021 - Feb 2023, Nashville TN

- Resolved DSP issues related to their scorecards
 - Investigated Driver Associates regarding safety, customer feedback, and delivery status
 - Provided feedback to customers and delivery partners about account updates
 - Audited safety scorecards to ensure accurate data reflection in real-time updates
 - Reported discrepancies to Amazon's scorecard author
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Education

Udemy / The Ultimate MySQL Boot-camp: (2025)

Belmont University / Bachelor of Business Administration (2019)